

SARPY COUNTY, NEBRASKA

LOCAL EMERGENCY OPERATIONS PLAN

Dated June 1, 2005

This Plan complies with Title VI

of the Civil Rights Acts of 1964 (P. L. 88-352)

in that it was developed and actions described will be carried out without discrimination against anyone due to color, race, national origin, religion, sex, age, or handicap.

This Plan meets the requirements of the

Superfund Amendment and Reauthorization Act of 1986 (SARA), also known as the  
Emergency Planning and Community Right-to-Know Act (EPCRA)

Prepared by the

Sarpy County Emergency Management Agency

with the assistance of the

Nebraska Emergency Management Agency, Lincoln, Nebraska







## SARPY COUNTY EMERGENCY OPERATIONS PLAN

### PREFACE

This Sarpy County Emergency Operations Plan establishes the policies, plans, guidelines and procedures that will allow all our emergency resources to function effectively, as a team, when disaster strikes. In content and in format, the Plan is consistent with the National Incident Management System (NIMS) with the current nationwide concept embodied in the Integrated Emergency Management System (IEMS), in that this Plan provides for performing specific functions across the full spectrum of hazards. Most tasks and capabilities apply across a broad range of hazards. By treating them in this manner we show an integrated approach to disaster management. Unique aspects of certain hazards are addressed separately, where necessary. Therefore, this is truly a multi-hazard functional plan.

The Plan is organized in a manner that enhances this functional approach by incorporating the following components:

1. Basic Plan: serves as an overview of Sarpy County's approach to emergency management, assigns responsibilities, and defines broad policies, plans, and procedures.
2. Annexes: twelve functional Annexes that address the task areas deemed critical to emergency response and recovery.
3. Appendices: these sections support various Annexes and generally address unique hazard specific requirements or actions.
4. Tabs: where necessary, procedures or guidelines for carrying out specific tasks defined in Annexes or Appendices are contained in Tabs.
5. Attachments: Other supporting information is attached where needed (maps, lists, checklists, etc.).

TABLE OF CONTENTS  
and  
LIST OF ATTACHMENTS

<u>TITLE</u>	<u>PAGE</u>
Preface	i
Resolutions	ii
Signature Page	viii
Table of Contents	xi
Distribution	xvi
Glossary of Terms and Acronyms	xix

BASIC

I.	Purpose	1
II.	Authority	1
III.	Situation	2
IV.	Assumptions and Planning Factors	3
V.	Organization/Responsibilities	3
VI.	Concept of Operations	8
VII.	Administration and Logistics	16
VIII.	Training and Exercising	17
IX.	Plan Development and Maintenance	18
X.	References	19
Attachment		
1	Functional Responsibility Charts	21

TABLE OF CONTENTS  
and  
LIST OF ATTACHMENTS  
(continued)

<u>TITLE</u>		<u>PAGE</u>
<u>ANNEX A</u>	<u>DIRECTION AND CONTROL</u>	A-1
Attachment		
1	County Officials and EOC Staff	A-12
2	City Officials and EOC Staff	A-14
3	Incident Status report (OMS-1)	A-25
4	Sample Disaster Declaration	A-27
5	Emergency Disaster Checklist For Obtaining State/Federal Assistance	A-28
TAB A	City of Bellevue Operations Plan	A-29
TAB B	City of LaVista Operations Plan	A-31
TAB C	City of Papillion Operations Plan	A-33
TAB D	City of Gretna Operations Plan	A-35
TAB E	City of Springfield Operations Plan	A-37
<u>ANNEX B</u>	<u>COMMUNICATIONS AND WARNING</u>	B-1
Attachment		
1	Notification Chart	B-10
2	Pager Distribution	B-11
3	County Communication Capabilities	B-12
4	Nebraska EAS Operational Areas	B-13
5	NAWAS Network (Map and Directions)	B-14

TABLE OF CONTENTS  
and  
LIST OF ATTACHMENTS  
(continued)

<u>TITLE</u>		<u>PAGE</u>
<u>ANNEX C</u>	<u>DAMAGE ASSESSMENT</u>	C-1
Attachment		
1	Debris Management Plan	C-7
<u>ANNEX D</u>	<u>EMERGENCY PUBLIC INFORMATION</u>	D-1
Attachment		
1	Information Flow Chart	D-8
2	Public Information Resources	D-10
<u>ANNEX E</u>	<u>EVACUATION</u>	E-1
Attachment		
Appendix		
1	Flood/Dam Failure Evacuation	E-11
<u>ANNEX F</u>	<u>FIRE SERVICES</u>	F-1
Attachment		
1	Fire Resources	F-11
Appendix		
1	Hazardous Material Response	F-13
Attachment		
1	Facilities and Vulnerable Areas in Sarpy county	F-27
2	Hazardous Material Transportation Routes (Map)	F-28



TABLE OF CONTENTS  
and  
LIST OF ATTACHMENTS  
(continued)

<u>TITLE</u>	<u>PAGE</u>
<u>ANNEX F</u>	<u>FIRE SERVICES (continued)</u>
Attachment	
3	Hazardous Material Incident Report Form F-29
4	Hazardous Materials Incident Notification and Telephone Numbers F-30
<u>ANNEX G</u>	<u>HEALTH AND MEDICAL</u> G-1
Attachment	
1	Health and Medical Resources G-13
2	Emergency Medical Resources G-17
Appendix	
1	Mass Vaccination/Prophylaxis Plan G-19
2	Agricultural Disease Response Plan G-23
Attachment	
1	Initial Activities During an Agricultural Response G-33
2	Potential Animal Holding Areas G-39
<u>ANNEX H</u>	<u>LAW ENFORCEMENT</u> H-1
Attachment	
1	Law Enforcement Resources H-9
2	Family Disaster Planning For Pets H-10
Appendix	
1	Terrorism H-11

TABLE OF CONTENTS  
and  
LIST OF ATTACHMENTS  
(continued)

<u>TITLE</u>		<u>PAGE</u>
<u>ANNEX I</u>	<u>MASS CARE</u>	I-1
Attachment		
1	Mass Care Facilities - Listing	I-9
2	Sample Registration Form	I-15
<u>ANNEX J</u>	<u>PROTECTIVE SHELTER</u>	J-1
Attachment		
1	List of Tornado Shelters	J-8
<u>ANNEX K</u>	<u>PUBLIC WORKS</u>	K-1
Attachment		
1	Utility Services	K-7
<u>ANNEX L</u>	<u>RESOURCE MANAGEMENT</u>	L-1
Attachment		
1	Transportation Resources	L-7
2	Heavy Equipment Resources	L-8
3	Procedures for Volunteer Coordination	L-11

## PLAN DISTRIBUTION

<u>Individual/Organization</u>	<u>Number of Hard Copies</u>	<u>Number of CD Copies</u>	<u>Copy Number</u>
<u>Emergency Management</u>	<b>7</b>	<b>7</b>	
Emergency Management Director	3	3	1 - 3
Radiological Officer	1	1	4
Public Information Officer	1	1	5
Damage Assessment Officer	1	1	6
Volunteer Communications Coordinator	1	1	7
<u>County</u>	<b>5</b>	<b>5</b>	
Chair - Board of Commissioners	1	1	8
County Clerk	1	1	9
County Sheriff	1	1	10
Highway Superintendent	1	1	11
USDA County Emergency Board	1	1	12
<u>Bellevue</u>	<b>5</b>	<b>5</b>	
Mayor	1	1	13
City Administrator	1	1	14
Police Chief	1	1	15
Fire Chief	1	1	16
Public Works Director	1	1	17
<u>Papillion</u>	<b>5</b>	<b>5</b>	
Mayor	1	1	18
City Administrator	1	1	19
Police Chief	1	1	20
Fire Chief	1	1	21
Public Works Director	1	1	22
<u>La Vista</u>	<b>5</b>	<b>5</b>	
Mayor	1	1	23
City Administrator	1	1	24
Police Chief	1	1	25
Fire Chief	1	1	26
Public Works Director	1	1	27

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Mayor	1	1	28
City Clerk	1	1	29
Fire Chief	1	1	30
<u>Springfield</u>	<b>3</b>	<b>3</b>	
Mayor	1	1	31
City Clerk	1	1	32
Fire Chief	1	1	33
<u>Organizations</u>	<b>7</b>	<b>7</b>	
Midlands Hospital	1	1	34
American Red Cross, Heartland Chapter	1	1	35
Papillion Office, Health and Human Services	1	1	36
Offutt AFB Disaster Preparedness Office	2	2	37 - 38
Civil Air Patrol, Offutt Wing	1	1	39
Sarpy / Cass Health and Wellness	1	1	40
<u>Nebraska Emergency Management Agency</u> (For Distribution To State Agencies)	<b>14</b>	<b>3</b>	
NEMA	2		41 - 42
Library Commission			
Publications Clearing House	4		43 - 46
Nebraska State Patrol-Operations	3	2	47 - 49
Nebraska State Patrol-Communications	2		50 - 51
Dept. of Environmental Quality	1		52
Fire Marshal	1		53
USDA State Emergency Board	1		54
Nebraska Forest Service		1	
Total:	<b>54</b>	<b>43</b>	

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## GLOSSARY OF TERMS AND ACRONYMS

Amateur Radio Emergency Service (ARES): Trained and licensed volunteers with fixed, mobile, and portable voice, data, and video communications capability.

APHIS - Animal and Plant Health Inspection Service: A part of U. S. Dept. of Agriculture responsible for protecting animal and plant resources from pests and diseases, promoting agricultural health, administering the Animal Welfare Act, wildlife damage management activities.

ART - Animal Response Team

Assessment (Radiological): The interpretation of radiological measurements in such a way that the measurements can form a basis for decision-making. Assessment can include making dose or effect predictions and advisory actions that might be taken to minimize harmful effects. Assessment Actions imply measures outlined in the Environmental Protection Agency Manual of Protective Action Guides and Protective Actions for Nuclear Incidents.

AVIC - Area Veterinarian in Charge: A U.S.D.A. veterinarian trained in animal disease control.

Biosecurity: A system designed to protect a group of organisms (plants, animals, humans) from infectious agents (i.e. viruses, bacteria, fungi, or parasites) or hazardous chemicals.

BSE - Bovine Spongiform Encephalopathy: A slowly progressive, degenerative, fatal disease affecting the central nervous system of adult cattle; also known as "Mad Cow" disease.

Business Band Radio: Any commercial radio communications not otherwise specifically stated.

CAD - Contagious Animal Diseases: Diseases that spread from one animal to other animals.

CEC - Community Emergency Coordinator: The single point of contact under SARA Title III for the community who makes determinations necessary to implement the plan. This is generally the jurisdiction's Fire Chief.

CERCLA: Comprehensive Environmental Response, Compensation, and Liability Act of 1980 (PL 96-510)

CHEMTREC - (1-800-424-9300) Chemical Transportation Emergency Center: Located in Washington, D.C., this facility, sponsored by the chemical industry, provides 24-hour assistance in dealing with chemical transportation emergencies.

Civil Defense Emergency: An emergency declared by the President of the United States or Congress pursuant to applicable federal law finding that an attack upon the United States has occurred or is anticipated and that national safety requires the invocation of the emergency authority provided for by federal law.

County Emergency Board (CEB): A group comprised of representatives from three USDA agencies, Farm Service Agency (FSA), Natural Resources Conservation Service (NRCS), Cooperative Extension Service (CES).

Decontamination: The reduction or removal of contaminating radioactive, biological or chemical material from a structure, area, object, or person.

DEQ: Nebraska Department of Environmental Quality, also NDEQ

DHS: Department of Homeland Security

DOR: Nebraska Department of Roads, also NDOR

Disaster - (Reference 81-829.39[3]): Occurrence or imminent threat of widespread or severe damage, injury or loss of life or property resulting from any natural or man-made cause, including, but not limited to fire, flood, earthquake, wind, storm, chemical spill, or other water contamination requiring emergency action to avert danger or damage, epidemic, air contamination, blight, drought, infestation, explosion, riot, civil disturbance, or hostile military or para-military action.

Disaster Assistance Task Force of Nebraska (DATNE): May assist damage assessment teams. Their main purpose is to provide trained building inspectors, architects, and structural engineers to assess and inspect damaged buildings and structures that have been adversely affected by tornadoes, high winds, earthquakes, floods, or fires. DATNE representatives may be contact through the Nebraska Emergency Management Agency at 402/471-7421.

DRC - Disaster Recovery Center: A location established in a disaster area which houses all federal, state, and local agencies that deal directly with the needs of the individual survivor. DRCs are established only after a Presidential Declaration. Teleregistration will be available.

EAS - Emergency Alert System: The Emergency Alert System is composed of AM, FM and TV broadcast stations and non-government industry entities operating on a voluntary, organized basis during emergencies at the national, state, or operational levels.

Emergency: Any unplanned event that interrupts the daily function of the jurisdiction and requires an emergency response.

EMAC – Emergency Management Assistance Compact: An agreement between *all* states for mutual aid so that needed resources are obtained, transported and utilized during a disaster.

EMS - Emergency Medical Services

EMT - Emergency Medical Technician: An individual who has completed the required training and is licensed by the State of Nebraska to perform emergency basic life support functions.

Emergency Protective Actions: Measures taken prior to or after a release of hazardous materials to prevent or minimize exposures to persons in the threatened area. Examples of

emergency protective actions as discussed in this plan are area access control, evacuation, in-house shelter, decontamination, and respiratory protection.

EOC - Emergency Operation Center: A facility from which local government officials exercise direction and control in an emergency or disaster.

EOC Staff: Members of the emergency management organization tasked to operate the Emergency Operation Center during disasters.

Emergency Worker: A person or persons who are primarily responsible for carrying out emergency functions. Emergency functions include radiological monitoring, firefighting services, law enforcement, medical and health services, rescue activities, area security, communications, evacuation measures, social services, and other related functions assigned by competent authority to protect the health, safety, and property of the general populace. Reference: RRS 81-829.55

EPA: Environmental Protection Agency (Federal Agency)

EPI - Emergency Public Information: Information concerning individual actions that will be made available to affected residents, transients, and evacuees in an emergency to ensure their safety and well-being.

ESF – Emergency Support Functions: Various state agencies may be requested or mandated to participate in disaster related activities, responses or support.

Executive Group: Consists of the Chief Executives (Mayor, County Board Chairman, etc.) of the affected jurisdictions and/or their deputies.

Exercise: An activity designed to promote emergency preparedness; test or evaluate emergency operations plans, procedures, or facilities; train personnel in emergency response duties; and demonstrate operational capability.

FAD – Foreign Animal Disease: Any animal disease not naturally found in the United States. These diseases must be brought into the country by some vector, a diseased animal, food, soil, transportation. Examples of FADs include Foot-and-Mouth Disease, Newcastle Disease, Avian Influenza and African Swine Fever.

FADDs – Foreign Animal Disease Diagnosticians: Specially trained veterinarians and laboratory technicians specializing in identifying foreign animal diseases.

FCO - Federal Coordinating Officer: The person appointed by the Associate Director, Federal Emergency Management Agency, who operates under the Regional Director, FEMA, to coordinate federal assistance in a major disaster.

FDA: Food and Drug Administration



FEC - Facilities Emergency Coordinator: The single point of contact under SARA Title III for a facility that reports extremely hazardous substances. This person will coordinate all activities of the facility in the event of a spill or release.

Federal Agency Disaster Designation: Certain federal agencies have programs under their own authorities that allow them to provide assistance without a Presidential Declaration.

Federal Response Plan (FRP): The Federal plan developed under Public Law 93-288 (Stafford Act) in order to facilitate the delivery of all types of Federal Response Assistance to States to help them deal with the consequence of significant disasters. Any response provided will supplement state and local response efforts. Requests for Federal assistance will be made by the State after an assessment of state and local ability to respond to the specific disaster.

FEMA - Federal Emergency Management Agency: The federal agency charged with development of an Integrated Emergency Management System and with supporting Emergency Management and Disaster Assistance efforts at all levels of government.

FMD: Foot and Mouth disease

FSA: Farm Services Agency

Governor's Emergency Fund: A fund established by state law that may be expended, upon direction of the Governor, for any State of Emergency to supplement local efforts to maintain and/or promptly restore essential public facilities or services when threatened or damaged as a result of a natural disaster.

Governor's Proclamation - State of Emergency: The Governor has found that a disaster has occurred or that the occurrence or threat thereof is imminent within the state or any part thereof, and he has activated the disaster response and recovery aspects of state, local, and interjurisdictional plans for the purpose of aiding the affected individuals and local governments.

HAN.-Health Alert Network: A statewide communications system used to alert all medical doctors, hospitals, veterinarians and animal clinics of a medical or animal disease emergency.

HHS: Health and Human Services, HHSS, Health and Human Services System

Hazard Analysis: The process of identifying the potential hazards that could affect the jurisdiction and to determine the probable impact each of these hazards could have on people and property.

Hazard Area: A specified area directly affected by a disaster, or with high probability of being affected by specific hazards.

Hazard Mitigation: Measures which will eliminate or reduce the potential for damage to an area or facility from the effects of an emergency or disaster.

HazMat - Hazardous Materials: Substances which, if released in an uncontrolled manner (i.e., spilled), can be harmful to people, animals, property, and/or the environment.

HSEEP – Homeland Security Exercise Evaluation Program: The method used to measure the success of all local, state and national emergency/disaster training sessions and programs; to include standards, record keeping and is the basis for the LEOP and local SOP improvement process.

ICS/IMS - Incident Command System/Incident Management System: The combination of facilities, equipment, personnel, procedures, and communications necessary to manage resources at the scene of an incident. See NIMS.

ICU: Intensive Care Unit

In-Place Shelter: Protective shelter action directed in the event of a short-term or low-level radioactive or toxic material release where evacuation actions could not be rapid enough to protect the affected population from an approaching hazard. Taking in-place shelter means staying indoors, closing all windows and openings to the outside air, and turning off all air conditioners or fans vented to the outside.

Infected zone: The area around a specific location of a suspected or confirmed animal/wildlife disease; also known as the quarantine or control zone.

Ingestion Exposure Pathway EPZ (Nuclear Power Plants Incidents): An Emergency Planning Zone which refers to exposure primarily from eating or drinking water or foods such as milk and fresh vegetables that have been contaminated with radiation. The duration of primary exposure could range from hours to months.

Key Personnel: Those officials of local government and other agencies and organizations who have primary functional responsibilities under this plan.

LEDRS: Nebraska Livestock Emergency Disease Response System

Local Emergency Operations Plan (LEOP) A county wide, all-hazards plan, required by Nebraska R. R. S. Section 81-829.31, 81-829.36 to 81-829.75, 1996, that establishes the policies, responsibilities, plans, guidelines and procedures for all elected and appointed officials, Emergency Managers, and First Responders to function effectively during an emergency or disaster.

Local Emergency Planning Committee (LEPC): A local committee appointed by the State Emergency Response Commission (SERC) responsible for emergency planning and community right to know under SARA Title III.

MCI - Mass Casualty Incident: An incident, emergency, or disaster which generates sufficient casualties where:

- A. The number of patients and the nature of their injuries make the normal level of stabilization and care unachievable, or,
- B. The number of Emergency Medical Technicians and ambulances that can be brought to the field within the time allowed is not enough, or,
- C. The stabilization capabilities of the hospital are insufficient to handle all the patients.

MIL - Nebraska Military Department: A state agency consisting of the Nebraska Emergency Management Agency, the Nebraska Air National Guard and the Nebraska Army National Guard.

(MRC/JIC)Media Release Center/Joint Information Center: Locally designated location for release of information to the general media for dissemination to the public.

MSDS: Material Safety Data Sheet

Mutual-Aid Agreements: Arrangements between organizations, either public or private, for reciprocal aid and assistance in case of emergency or disaster too great to be dealt with unassisted or when local resources are inadequate or exhausted.

NAWAS - National Warning System: A system of special telephone lines linking Nebraska with federal authorities in other states. A sub-network portion of the system, the State NAWAS Circuit, ties together state and local warning points as well as the National Weather Service, Nebraska State Patrol Stations, and nuclear power plants.

NCP - National Contingency Plan: Prepared by EPA to put into effect the response powers and responsibilities created by CERCLA.

NDA Nebraska Department of Agriculture

NEMA – Nebraska Emergency Management Agency: A state agency mandated to administer the Emergency Management Act, R. R. S. Section 81-829.31, .36 to .75 and Homeland Security directives for the State.

NGPC: Nebraska Game and Parks Commission

NIMS – National Incident Management System: A comprehensive, national approach to incident management, includes the Incident Command System, multi-agency Coordination systems, Public Information systems and must be adopted by all jurisdictions to be compliant for DHS grants and awards.

NRP - National Response Plan 2005

NRT: National Response Team. Consists of representatives of government agencies as the principal organization for implementing the NCP.

NSP: Nebraska State Patrol

Nuclear Incident: An event where nuclear materials with consequent radiation are uncontrollably released. Synonymous with the terms "radiation spill" and "nuclear accident".

OSC - On Scene Coordinator: Federal official who directs Federal response under NCP.

OSHA: Occupational Safety and Health Administration (Federal Agency).

Pathogen: An organism (bacteria, virus, fungus, parasite) that is capable of causing disease or death.

PDA: Preliminary Damage Assessment

Presidential Emergency Declaration: Under PL 93-288, as amended by PL 100-707 this is issued when the President has decided that a catastrophe, in any part of the United States, requires federal emergency assistance to supplement state and local efforts to save lives and protect property, public health, and safety, or to avert or lessen the threat of a natural disaster which because of the pressure of time or because of the unique capabilities of a federal agency, assistance can be more readily provided by the federal government.

Presidential Major Disaster Declaration: Is issued when in the determination of the President, a catastrophe causes damage of sufficient severity and magnitude to warrant federal assistance under PL 93-288, as amended by PL 100-707, or subsequent legislation, above and beyond emergency services provided by the federal government to supplement the efforts and available resources of states, local governments, and other relief organizations in alleviating the damage, loss, hardship, or suffering as a result of the catastrophe.

Protective Shelter: Any shelter with the capability to protect individuals, animals, or equipment from the effects of hazards such as tornadoes, blast, fire, initial radiation, and fallout.

Quarantine zone: Area where livestock, vehicle or human movement, in/out of, is prohibited.

RACES (Radio Amateur Civil Emergency Services): Trained and licensed volunteers with fixed, mobile and portable voice, data and video communications capability. (See CPG 1-15).

Radiological Emergency: A radiological incident/accident that requires immediate action to save lives, to protect public health, to preserve property, or to reduce or avoid an increase in the threat resulting from the incident/accident.

Radiological Monitoring: The use of detection equipment to measure the presence or levels of radiation and concentration of radioactive contamination to include the planning and data collection necessary to the task.

Radiological Protection: The organized effort, through warning, detection, and preventive or remedial measures, to minimize the effect of nuclear radiation on people and resources.

REACT: Radio Emergency Associated Communications Team. Trained and equipped volunteers with fixed, mobile and portable voice communications capability.

REM - Radiation Equivalent in Man: A measure of the overall effectiveness of a radiation dose at causing a risk of cancer.

Restricted Zone: The area around a suspected or confirmed animal disease location where the movement of livestock or people is controlled or stopped. The size of the zone is dependent on weather, terrain, animal concentrations, etc.

RRT - Regional Response Team: representatives of Federal agencies and a representative from each state in the Federal Region. During a response to a major hazardous materials incident involving transportation or a fixed facility, the OSC may request that the RRT be convened to provide advice or recommendations.

Rumor Control: A location where information requests from the public can be handled. Special Disaster Information telephone numbers may be published.

SARA: Superfund Amendments and Reauthorization Act of 1986. Contains Title III provisions for Hazardous Materials Emergency Planning and Community Right-to-Know.

Secondary spread: The spread of a disease by carriers (vectors) such as people, other animals, vehicles or by contaminated materials such as soil, food, bedding, wastes, etc.

SEOP: State Emergency Operations Plan

SERC - State Emergency Response Commission: A commission, appointed by the governor to oversee LEPCs.

SERT - State Emergency Response Teams Specially trained Hazmat team, technician level.

SFM: State Fire Marshal

SOP: Standard Operating Procedures, a list of specific or detailed actions, methods or skills used to accomplish a specific task or job; also known as SOGs, Standard Operating Guides.

State Coordinating Officer (SCO): The person named by the Governor in the Federal-State Agreement to execute on behalf of the State all necessary documents for disaster assistance following the declaration of an emergency or major disaster, including certification of applications for public assistance.

State Radiation Team/Radiological Monitoring Team: Response team sent to a radiological incident/accident by the Nebraska Health and Human Services System. This team(s) may be augmented by emergency management radiological monitoring resources, including aerial monitoring. On scene, all radiation control activities are coordinated by the HHSS which also furnishes technical guidance and other services to local governments.

Superfund: The trust fund established under CERCLA to provide money the OSC can use during a cleanup.

Surveillance zone: In an animal disease situation this could initially include the entire state and those near to the infected area where livestock would be closely monitored. This zone would be adjusted based on the findings about the disease and its ability to spread.

Title III: The "Emergency Planning and Community Right-to-Know" portion of SARA. Specifies requirements for minimum plan content, for fixed facility owners to inform officials about extremely hazardous substances present at the facilities and for making information about extremely hazardous substances available to citizens.

Traffic Control Points: Places along evacuation routes that are either manned by law enforcement personnel or volunteers, or marked with barricades to direct and control movement to and from the area being evacuated.

Triage: A system of assigning priorities of medical treatment to the injured and/or ill on the basis of urgency, chance of survival, etc.

UNS: University of Nebraska System

USDA: United States Department of Agriculture

VOAD – Volunteer Organizations Assisting in Disasters, see the "Emergency Manager's Handbook: ch. 19, 2001.

## BASIC EMERGENCY OPERATIONS PLAN

I. PURPOSE

This Plan predetermines, to the extent possible, actions to be taken by responsible elements of the governments within Sarpy County including its cities and cooperating private organizations to:

- A. Prevent avoidable disasters,
- B. Reduce the vulnerability of Sarpy County residents to any disasters that may strike,
- C. Establish capabilities for protecting citizens from the effects of disasters,
- D. Respond effectively to the actual occurrence of disasters,
- E. Provide for the recovery in the aftermath of any emergency involving extensive damage or other detrimental effect on normal life within the community.

II. AUTHORITY

Authority for this Plan is contained in:

- A. Public Law 81-920 (Federal Emergency Management Act of 1950) as amended;
- B. Public Law 93-288 (Disaster Relief Act of 1974) as amended by PL 100-707;
- C. Public Law 99-499 (Superfund Amendments and Reauthorization Act of 1986) as amended;
- D. 44 CFR, Part 302, Emergency Management: State and Local Emergency Management Assistance (EMA), June 1985, as amended;
- E. RRS Sections 81-829.36 to 81-829.75, Nebraska Emergency Management Act of 1996, as amended, Cum. Supp. 2002;
- F. Nebraska Revised Statutes 81-201 (Reissue 1996), 54-701 (reissue 1998 and Cum. Supp. 2002, and 54-1180 to 54-1182 (Reissue 1998 and Cum. Supp. 2002), (Nebraska Department of Agriculture's general response procedures); 2-1072 to 2-10, 117, the Plant Protection and Pest Act; and 54-847 to 54-863, (Reissue 1998) the Commercial Feed Act; 81-2,257 to 81-2,261 (Reissue 1996 and Cum. Supp. 2002), the Nebraska Pure Food Act; S2-3901 to 2-3911 (Reissue 1997 and Cum. Supp. 2002), the Nebraska Pasteurized Milk Law; 2-3913 to 2-3946 (Reissue 1997 and Cum. Supp. 2002), Manufacturing Milk Act;

- G. USC Title 21, section 134(a), (USDA response procedures for animal disease events);
- H. USC Title 7, sections 7701-7772, (USDA Plant Protection Act);
- I. 21 CFR, Parts 500-599 (Food, Drug, and Cosmetic Act);
- J. Homeland Security Presidential Directive (HSPD-5) "Management of Domestic Incidents," 28 February, 2003;
- K. Homeland Security Presidential Directive (HSPD-8) "National Preparedness" December 17, 2003;
- L. Sarpy County Resolution, dated 12 February 1991, establishing the Sarpy County Office of Emergency Management;
- M. Sarpy County Resolution, dated June 1, 2005, establishing the 2005 Sarpy County Local Emergency Operations Plan (LEOP);
- N. 10 CFR, Parts 50 and 70, Appendix E, Nuclear Regulatory Commission as revised 3 November 1980.

### III. SITUATION

- A. Sarpy County, with a residential population of approximately 132,476 persons, (2003 Census estimate) is vulnerable to many hazards, all of which have the potential to disrupt the community, create damage, and cause injury or death to its citizens. The Sarpy County Hazard Analysis has identified hazards which could effect on the population or public and private property. The most severe of these hazards are flooding, tornado, hazardous materials spill, winter storm, terrorist activity, earthquake, industrial accident, transportation accident, and health threat from air or water pollution.
- B. Sarpy County and its various incorporated jurisdictions have significant emergency response resources and capabilities. Four law enforcement agencies, six fire and rescue departments, and Alegent Midlands Hospital provide emergency services on a day-to-day basis. During and after a disaster, the effective use of these emergency resources and other governmental and private response and recovery capabilities will minimize the effects of a disaster on people and property.
- C. An incident or emergency at the Fort Calhoun Nuclear Power Plant, which is located near Blair, approximately 23 miles north of Sarpy County, is another special hazard consideration for Sarpy County. Bellevue has been designated as the reception area for as many as 5,184 evacuees from Washington County. Sarpy County is not located in the Plume Exposure Emergency Planning Zone



(10 mile EPZ) however; Sarpy County is located entirely within the Ingestion Exposure Pathway EPZ (50 mile radius). The Ingestion Exposure Pathway EPZ involves possible impact resulting from ingestion of contaminated surface water, human food or animal food. Refer to the State Radiological Emergency Response Plan for Nuclear Power Plant Incidents, dated April 2001, for response requirements.

- D. Another area of concern is the Offutt Air Force Base, located south of Bellevue, NE. It is the headquarters of the US Strategic Command and other service branches and organizations. Military personnel and their dependents number approximately 30,000. The population and families are subject to the same hazards listed above (refer to the Full Spectrum Threat Response Plan 10-2 dated December 2003).

#### IV. ASSUMPTIONS AND PLANNING FACTORS

- A. Outside assistance would be available in most major disaster situations affecting Sarpy County. However, even though this Plan will define procedures for coordinating such assistance, it is essential for Sarpy County to be prepared to carry out disaster response and short-term recovery actions on an independent basis.
- B. It is possible for a major disaster to occur at any time, and at any place, in the county. In some cases, dissemination of warning and increased preparedness measures may be possible. However, many disaster events can, and will, occur with little or no warning.
- C. Proper implementation of this Plan will reduce or prevent the loss of life and damage to property. Officials within Sarpy County are aware of the possible occurrence of an emergency or major disaster and their responsibilities in the execution of this Plan and will fulfill those responsibilities as needed.
- D. All departments, agencies and jurisdictions responding to an emergency or disaster will operate using the National Incident Management System (NIMS). This includes the establishment of unified or area commands for multi-agency and local responses; the use of staging areas as needed; implementing the multi-agency coordination system; and resource management to include the development and maintenance of the a system to request, track and identify response resources, staff, facilities and equipment.

#### V. ORGANIZATION/RESPONSIBILITIES

- A. The primary responsibility for the safety and welfare of the residents of Sarpy County and its communities rests with the respective governments. To fulfill this responsibility, the chief elected officials of the various local governments must

individually, and where possible, jointly implement plans to ensure proper emergency actions are taken in a timely manner and provide care and support for those citizens affected.

B. Local Government Structure

1. A five (5) member Board of Commissioners manages the governmental activities of Sarpy County. Their authority extends to all unincorporated areas of the county.
2. Bellevue (pop. 45,955), La Vista (pop. 11,699) and Papillion (pop. 17,728) are first class cities and function under the Mayor/Council system. Day-to-day affairs of each of the cities are under the direction of a Mayor and a City Administrator.
3. Gretna (pop. 2,355 and Springfield (pop. 1,450) are second-class cities that also use the Mayor/Council form of government. The Council has a Council President and four (4) Council Members.
4. Offutt AFB: By law, directive and custom, the 55<sup>th</sup> Wing Commander has an inherent responsibility to act promptly during major accidents and natural disasters and to maintain the capability to execute the primary mission, save lives, alleviate human suffering and minimize damage.

C. Sarpy County Office of Emergency Management:

1. The Sarpy County Emergency Management Director or designee, appointed by the Sarpy County Board of Commissioners will act as a disaster operations advisor to the County Board and the City Councils. In that capacity, and as directed by the County Board, the Emergency Management Director or designee will assist and support other cities in the county in emergency response activities within those communities. Emergency operations will be conducted by local forces, supplemented as necessary by trained auxiliaries and manpower and resources available from neighboring jurisdictions or the State. In general, the Emergency Manager:
  - a. Serves as principal emergency preparedness and response advisor to the Sarpy County Board of Commissioners.
  - b. Directs and controls the Sarpy County Office of Emergency Management. In that capacity, supports disaster preparedness and response activities in all other jurisdictions in the county.
  - c. Develops plans, prepares guidance, and coordinates actions to accomplish an effective emergency operating capability.

- d. Promulgates a program promoting a general public awareness of Emergency Management.
  - e. Implements procedures to obtain state/federal government programs of financial and resource assistance.
  - f. Establishes programs to protect lives, protect property, and sustain survivors in the event of disaster.
2. City Emergency Management: Currently, all jurisdictions have appointed Emergency Management Directors and the Offutt AFB has Deputy Directors who serve and advise executives on emergency management matters. This function, in relation to their communities, will be the same as listed above for the Sarpy County Emergency Management Director.

D. State Agencies

This Plan primarily addresses local authority in emergency situations. There are also times when state agencies may be requested, or are required, to be involved. References throughout this Plan to state agency utilization are not meant to be an exhaustive list of circumstances or situations when the state should be involved. State statutes mandate certain state agencies to play an active role in emergency response or support and those agencies will be expected to perform their duties when necessary.

E. Responsibilities

Most departments within local government have emergency functions in addition to their normal duties. Each department is responsible for developing and maintaining procedures for meeting its emergency responsibilities. This Plan has twelve primary functional areas of responsibility (detailed in Annexes) that define the tasks that must be accomplished to ensure public safety and welfare. Additional functions, such as Mitigation, Continuity of Government, Reporting, and Administration and Logistics, which do not warrant a full Annex, are also addressed at the appropriate places in this Plan. Primary and supporting responsibility has been assigned as shown in the Functional Responsibility Chart, included in this section. See Attachment 1. Specific activities are covered in the Annexes. Responsibilities for certain organizations that are not part of local government are also presented. In general, the functional areas cover:

1. Direction and Control (Annex A): By statute, the conduct of all emergency operations and protective actions in Sarpy County is the responsibility of the County Board; and, in their respective political subdivisions, the responsibility of the Mayors and City Councils of Bellevue, Gretna, La Vista, Papillion and Springfield. These executives constitute the Emergency Executive Group. During an emergency, they will re-locate to the Emergency Operations Center (EOC) in the Sarpy County Court House or at their City Emergency Operations Center, along with the Emergency Operations Staff. The

Emergency Executive Group will use the expertise of the EOC staff to assist them in the Direction and Control functions. In general, executive direction and control responsibilities will be to assign missions and tasks, direct planning, monitor the Sarpy County environment, inform the public and control emergency operations.

2. Communications and Warning (Annex B): Primary responsibility for establishing, maintaining, augmenting, and providing backup for all channels of communications needed for emergency response and recovery rests with the respective emergency service organization. The Communications and Warning Officer is responsible for coordinating EOC communications and maintaining this Annex of the LEOP. Warning could be received through the Papillion NAWAS Warning Point (Sarpy County Communications Center) for dissemination via the Sarpy County 800 MHz System. In the remainder of the county, warning of the public is a primary responsibility of the Sarpy County Sheriff.
3. Damage Assessment (Annex C): The County Building Inspector will serve as Damage Assessment Coordinator and will be responsible for ensuring that personnel and procedures are available to provide preliminary estimates and descriptions of the extent of damage resulting from large scale disasters. That responsibility includes provisions for completing the process of requesting a State disaster proclamation through emergency management channels. The Damage Assessment Coordinator is a member of the EOC Staff.
4. Emergency Public Information (Annex D): The Public Information Officer is responsible for keeping the public advised as to the emergency situation. The PIO plays an important role through coordination with the news media in advising the public of proper actions to take. The establishment of rumor control procedures and Disaster Recovery Centers are also important functions as is the on-going requirement for emergency preparedness education efforts. All public information activity will be coordinated through the Emergency Operating Center where the Public Information Officer will function as a member of the EOC Staff.
5. Evacuation (Annex E): The goal of this function is to relocate people to safe areas when emergencies or threats necessitate such action. The decision to evacuate would normally be made by the Executive Group on the advice of the Emergency Management Director or designee but due to the severity of the situation may be made by the Incident Commander (fire or law enforcement). The Sarpy County Emergency Management Director or designee , along with any other city Emergency Management Directors, is responsible for establishing clear and detailed procedures for carrying out complete and partial evacuation of citizens.

6. Fire Services (Annex F): All Fire District Chiefs are responsible for fire control and rescue activities in their respective fire districts. The Fire Chief of the affected jurisdiction serves as Fire Services Coordinator and as a member of the EOC staff. If more than one jurisdiction is affected, the Tri-Mutual Aid Association may provide a Fire Services Representative to the EOC. General responsibilities are to limit loss of life and property from fires and other damage, provide leadership and training in fire prevention and suppression, respond to HazMat incidents, lead search and rescue, assist in mobile medical aid and ambulance transport, and provide light rescue of trapped or injured persons.
7. Health and Medical (Annex G): Emergency medical responsibilities and coordinating rescue operations include providing emergency medical care and treatment for the ill and injured, coordinating evacuation of health care patients, and managing medical resources, both personnel and equipment/supplies. This may be assigned to a Medical Coordinator. Public health responsibility has been assigned to a Public Health Coordinator. These responsibilities include the safeguarding of public health, minimizing the incidence of communicable disease, coordinating mental health care/crisis counseling, establishing environmental controls, and coordinating burial.
8. Law Enforcement (Annex H): The Sarpy County Sheriff, the police chiefs of the incorporated cities, and the Nebraska State Patrol are responsible for law enforcement, traffic control and security functions within their respective jurisdictions. Their responsibilities include maintaining law and order through traffic and crowd control, preventing crimes against people and property, securing the scene of a HazMat incident, coordinating evacuation, managing search operations, and providing security.
9. Mass Care (Annex I): The American Red Cross has the responsibility for coordinating mass care of citizens of Sarpy County in case of an evacuation or disaster within the county. Reception and care responsibilities include providing temporary lodging, food, clothing, and other essentials to large numbers of evacuees displaced due to disasters or crisis. Sarpy County also has a responsibility for mass care coordination in the event residents near Ft. Calhoun Nuclear Station are directed to this area under nuclear power plant contingencies.
10. Protective Shelter (Annex J): This function involves providing citizens of Sarpy County with protective shelter from the direct effects of those hazards where exposure could cause injury or death and evacuation is not a viable option. Examples range from tornadoes to hazardous materials spills to radioactive fallout as a result of nuclear attack. The Sarpy County Emergency Management and Communications Agency Director or designee, with the assistance of City Directors, will serve as Shelter Coordinators and be responsible for identifying appropriate shelters.

11. Public Works/Utilities (Annex K): The Public Works/Utilities functional area involves providing a flexible emergency response capability in the area of engineering, construction, and the repair and restoration of public facilities and services. Additional responsibilities include developing and directing debris clearance operations, post-disaster safety inspections, heavy rescue, and for providing traffic control equipment in support of an evacuation. Responsibility for the Public Works/Utilities area has been assigned to the Sarpy County Surveyor.
  12. Resource Management (Annex L): The coordination and effective utilization of personnel, equipment, supplies, facilities, and services during disaster response and recovery is an important function. Responsibility for this area has been assigned to the Sarpy County Emergency Management and the USDA County Emergency Board (CEB).
- F. Under the Southeast Nebraska Emergency Management Mutual Aid Agreement, Sarpy County has a mutual aid support responsibility to assist, as possible, signatory Counties in southeast Nebraska should they experience a major emergency or disaster.

## VI. CONCEPT OF OPERATIONS

### A. General

It is the responsibility of the governments of Sarpy County and its communities to protect life and property from the effects of hazardous events. This Plan is based on the concept that emergency functions for various agencies/organizations involved in emergency management will generally parallel their normal functions. To the extent possible, the same personnel and material resources will be employed in both cases. Day-to-day functions that do not contribute directly to the emergency operation may be suspended for the duration of any emergency. Efforts that would normally be required of those functions will be redirected to accomplish the emergency tasks assigned. In keeping with the National Incident Management System (NIMS) and the concepts embodied in the Integrated Emergency Management System (IEMS), this Plan is concerned with all types of emergency situations.

### B. Continuity of Government

1. Succession of Command (Ref: RRS 84-1101 to 84-1117 - Nebraska Emergency Succession Act):
  - a. The lines of succession for executive heads of government and Emergency Management officials in Sarpy County are defined in Annex A, Direction and Control.

- b. The line of succession of each department head is according to the operating procedures established by each department or as defined in the appropriate Annex to this Plan.
  - c. In a civil defense emergency due to threat or occurrence of a nuclear attack, succession to elected and appointed city or county officials will be as provided in the Nebraska General Emergency Succession Act (RRS 84-1101 to 84-1117) by invoking the Act and appointing alternates.
2. Preservation of Records: The preservation of important records and the taking of measures to ensure continued operation and reconstitution, if necessary, of local government during and after catastrophic disasters or national security emergencies is the responsibility of the executives of each jurisdiction. Normally, the development and maintenance of procedures for ensuring continuity of government will be carried out for Sarpy County by the County Clerk and for the cities by their respective clerks. Records to be preserved will include as a minimum:
- a. Records required protecting the rights and interests of individuals (vital statistics, land and tax, papers of incorporation, etc.)
  - b. Records required by health, fire, law enforcement and public works to conduct emergency operations (utility maps, emergency plans and procedures, personnel lists, etc.)
  - c. Records required to reestablish normal government functions and to protect the rights and interests of government (constitutions, charters, statutes and ordinances, court records, financial records, etc.).
3. Alternate Operating Locations: Those government departments having emergency response functions have, where necessary, identified alternate operating locations. Refer to Annex A for specific information.
4. Protection of Government Resources: Procedures and guidelines have been established in this Plan, and separately, to provide for the physical safety of government personnel, records, and equipment.
- a. Personnel: All government buildings should have tornado and fire plans which designate appropriate actions and protective shelter locations including provisions for handicapped persons.
  - b. Records: Essential county government records are stored at 1210 Golden Gate Drive in Papillion.
  - c. Equipment: No specific high probability hazard has been identified that could cause damage to equipment. Tornadoes could strike anywhere precluding specific equipment protection procedures. The

communications capability of various emergency response departments has been duplicated in the EOC providing a backup capability.

C. Direction and Control Relationships

1. During disaster operations, the Executive Group of the affected jurisdiction will establish coordination and control of the community emergency response. The Chair of the Sarpy County Board and the Mayor of Papillion will operate from the Sarpy County EOC providing overall direction and control of the many emergency functions. The chief executive of other cities will function from their local Emergency Operating Centers.
2. Each office, agency or organization assigned primary or supporting responsibilities under this emergency plan must be prepared to assign a representative to the EOC staff. The EOC, working with field operations, thus becomes the central point for coordination of all disaster operations. The Sarpy County Emergency Management Director is responsible for maintaining and managing the EOC as outlined in Annex A.
3. Primary communications will be through normal systems. Supporting emergency communications facilities will be controlled from the EOC or the Bellevue Police Station Communications Center. Communications available to Executive Group and the EOC Staff are outlined in Annex B.

D. Phases of Emergency Management

There are four phases of emergency management. The first of these, mitigation, is a continuing effort throughout the management process. The other three phases are action periods where emergency operations defined under this Plan are carried out. Each of the functional Annexes to this Plan defines specific actions essential to each of the three operational phases. These Annexes should be thoroughly reviewed and understood by all agencies, organizations, and emergency personnel prior to implementation of the Plan. The four emergency management phases are:

1. Mitigation: Mitigation activities are those that eliminate or reduce the probability of a disaster occurrence. Also included are long-term activities designed to minimize the potentially adverse effects of unavoidable hazards. These activities are ongoing throughout the emergency management process and can involve legislative and/or physical actions. Examples are flood plain management, construction of dikes or dams, development of building codes and ordinances requiring protective measures such as mobile home tiedowns. Most mitigation tasks or responsibilities are not considered appropriate for an Emergency Operations Plan and therefore are addressed only briefly in this Plan. Some mitigation activities, however, will be addressed, if appropriate, in the various Annexes.



2. Preparedness Phase: This includes normal day-to-day readiness activities such as planning, training, and developing and testing emergency response capabilities. It would include increased readiness activities under an attack threat. Tornado, winter storm, and flood watch actions carried out when conditions are present for hazardous events to occur are also considered part of the preparedness phase. Limited staffing of the EOC may be required.
3. Response Phase: Response is the actual provision of emergency services during a crisis. These activities help to reduce casualties and damage and to speed recovery. Response activities include activation of the EOC, direction and control, warning, evacuation, rescue, and other similar operations. Severe weather warnings (tornado, flash flood, winter storm, etc.) would be included in the response phase. Damage assessment actions would be initiated.
4. Recovery Phase: Recovery is both a short-term and a long-term process. Short-term operations provide vital services to the community and provide for basic needs of the public. Damage assessment actions and emergency response services (medical, search and rescue, public utility restoration, sanitation, etc.) would continue. Long-term recovery focuses on restoring the community to its normal or to an improved state of affairs. Examples of long-term recovery actions are provision of temporary housing and food, restoration of non-vital government services, and reconstruction of damaged areas.

#### E. Notification

Initial notification of an emergency or disaster event occurring within Sarpy County would normally come via citizen report to law enforcement or fire services in the affected area. A hazardous materials incident notification will come from a facility with Title III reporting requirements, or from the carrier, in the event of a transportation incident. Notification of events occurring outside of Sarpy County which could affect the county could come from several sources:

1. National Weather Service (NWS): Weather phenomena threatening Sarpy County would normally be received from the National Weather Service Forecast Office in Valley, NE via the NAWAS distribution system followed by Weather Alert Radio.
2. Nebraska State Patrol (NSP): Notification of hazardous events occurring near or in Sarpy County could come from the Nebraska State Patrol via direct radio communications or telephone. See Annex B for communications details.
3. Nebraska Emergency Management Agency (NEMA): Back-up notification of all severe events and long-range forecasts of potential disaster situations,

such as flood stage predictions could come from the Nebraska Emergency Management Agency in Lincoln. The normal mode would be by telephone although NAWAS to the Papillion Warning Point in Sarpy County.

4. Adjacent Counties: Notification of emergency or disaster events occurring in nearby or adjacent counties would normally be relayed by the affected county using direct radio communications.

F. Alerting of Key People

In accordance with local procedures, the communicator/dispatcher on duty will notify the appropriate city and county officials when there is a notification of a possible or actual emergency or disaster event. If the EOC is activated, officials will, as required by the situation, assemble at the EOC and be prepared to evaluate information, effect coordination, and make emergency action decisions.

G. Plan Implementation

The Chief Elected Official of the affected jurisdiction, on the advice of emergency response personnel, will decide to implement all or part of this plan. A Presidential Declaration of a Civil Defense Emergency shall mean automatic implementation of this Plan. On implementation, local executives will assume such emergency powers as are authorized by local ordinances or contained in the Nebraska Emergency Management Statutes and delegated by the Governor. The Chair of the County Board of Commissioners and/or the Mayors of the affected cities will take charge of all operations directed by this Plan.

1. All county and city officials will immediately activate their portions of the Plan and discontinue all non-essential actions. If a portion of the Plan cannot be activated, the appropriate Chief Executive will be immediately notified so alternate arrangements can be made.
2. The Sarpy County Emergency Management and Communications Agency Director will coordinate disaster operations support for emergency response services and make contact with the Nebraska Emergency Management Agency and other appropriate state and local organizations.
3. Depending on the situation, disaster declarations in accordance with RRS 81-829.50 will be made by the chief executives of Sarpy County and the affected communities. The effect of a local disaster declaration shall activate the response and recovery aspects of this Plan, any other interjurisdictional disaster plans and to authorize the furnishing of aid and assistance from these plans. A local disaster declaration is a prerequisite for obtaining a state disaster proclamation from the Governor authorizing state assistance and response support.

#### H. Mutual Aid

When existing local resources are exceeded, mutual aid will be requested from neighboring communities having mutual aid agreements. On request, Sarpy County resources may be sent to assist other jurisdictions under existing mutual aid agreements.

#### I. Requests for State Support

State support may be requested under disaster conditions.

1. If it appears that required disaster response actions are, or will be, beyond the capability of the local government and available mutual aid, the chief executive will prepare a local disaster declaration and request assistance from the State. See Annex A, Attachment 4. This request shall be made through the Sarpy County Emergency Management Director or designee to the Nebraska Emergency Management Agency and will contain the following information:
  - a. Type of disaster,
  - b. Extent of damage or loss (include fiscal estimate),
  - c. Actions taken by local government, including funds expended,
  - d. Type and extent of assistance required.
2. The Nebraska Emergency Management Agency will review the request, evaluate the overall disaster situation, and recommend action to the Governor. If the Governor finds the disaster so severe that response is beyond local resources, he/she will proclaim a disaster in accordance with RRS 81-829.40 and state assets will be employed to support local efforts. State support will be coordinated through the State EOC. This does not preclude direct requests for early assistance to first responder state agencies.
3. Under disaster conditions, support by state military forces may be requested through the Nebraska Emergency Management Agency at the State EOC. The Sarpy County Emergency Manager will coordinate such requests. National Guard or military assistance will complement and not be a substitute for local participation in emergency operations. The National Guard will remain at all times under military command but will support and assist local government. Requests will include the county's objectives, priorities, and other information necessary for the National Guard to determine how best to assist the county.

## J. Protection of the Public

One of the primary responsibilities of government is to ensure that all possible measures are taken to protect its citizens in the event of potential or actual disaster. This Plan outlines these actions necessary in Sarpy County. In addition to normal emergency services, there are four major areas for government action.

1. Warning and Emergency Public Information: Warning of the public is accomplished through a combination of methods depending on the specific situation. These methods include sirens (outdoor warning), emergency vehicles, radio, television, and the cable television system. Advising the public of proper actions to take utilizes the media and is dependent on their full cooperation. Details of warning and information dissemination capabilities and procedures, including the Emergency Alert System (EAS), are in Annex B, Communications and Warning and in Annex D, Emergency Public Information.
2. Protective Shelter: Providing shelter from the direct effects of hazards in Sarpy County focuses on two major hazards, tornadoes and hazardous materials.
  - a. Tornado Shelters: An ongoing program of advising the public of proper sheltering actions is carried out by the various Emergency Management organizations. The protective shelter policy for tornadoes is for citizens to use the best place in their homes or the facility where they are located at the time of warning. Most public facilities have been surveyed to identify best protective locations. All schools, health care facilities, and major industries have tornado plans, see Annex J.
  - b. Indoor Protection: For some hazardous materials incidents it is safer to keep citizens inside with doors and windows closed rather than evacuate. Frequently a chemical plume will quickly move past homes. Because air circulation systems can easily transport airborne toxic substances, instructions will be given to shut off all circulation systems for private homes and institutional facilities.
3. Evacuation: When time permits or when staying in the vicinity of a hazard effect poses a threat to the life and safety of the citizens affected, an evacuation may be ordered. Approximately eight and one half (8.5%) percent of the population of Sarpy County resides within the boundaries of the 100-year flood plain. Toxic clouds resulting from a fire or hazardous material spill could affect any area within the county. Evacuation decisions will be made by the Incident Commander or, if time permits, the Chief Elected Official, based on the recommendation of the Emergency Management Director. Evacuation procedures are outlined in Annex E, and in Annex H. Reception and care of evacuees are detailed in Annex I.

## K. Recovery Actions

Once the emergency or disaster is under control, search and rescue operations completed, and the immediate needs of the affected citizens have been met, the Executive Group will initiate all recovery actions necessary to return the affected area to normal. If disaster assistance is provided, the Chief Executive Official will coordinate with the State and/or Federal Coordinating Officers. Recovery responsibilities of each agency and organization are clearly defined in the various Annexes. Primary recovery efforts will focus on the following areas:

1. Debris Removal (Annexes C and K): Plans and procedures for the removal of debris are contained in Annexes C and K. Debris removal will be coordinated in the county by the Surveyor and in the cities by the respective Public Works Department. Snow and ice emergencies will be declared by the chief executive and enforced by the Sarpy County Sheriff and local law enforcement. Snow removal will follow the existing procedures of the County Highway Department and cities' Public Works Departments.
2. Habitability Inspections (Annex K): After tornado strikes, high winds, floods or any other disaster effect which could cause structural damage, the appropriate local government will ensure that all affected structures, public and private, are inspected for safety. County and city building inspectors will perform these inspections. Assistance may be requested from the State Fire Marshal's office or the Disaster Assistance Task Force of Nebraska (DATNE) team(s).
3. Repair and Restoration of Essential Utilities (Annex K): The recovery of utilities to normal service will be coordinated in the county by the Surveyor and in the cities and villages by the public works departments in cooperation with the various public and private utility companies.
4. Repair and Restoration of Public Facilities (Annex K): Repair and reconstruction of public facilities, including bridges and culverts, will be the responsibility of local government and will generally be funded from locally available contingency funds. If the Governor proclaims a state disaster, some costs may be reimbursable under the Governor's Emergency Fund on a matching basis. If a Presidential Disaster Declaration is obtained, matching federal assistance may be available. Because of this, all public recovery actions will comply with pertinent state and federal laws and regulations.
5. Decontamination of HazMat Spill Site (Annex F): It is the spiller's legal and financial responsibility to clean up and minimize the risk to the health of the general public and workers involved. The Department of Environmental Quality is responsible for making decisions regarding Hazardous Waste

disposal. Federal law regulates on-site disposal, transportation, and off-site disposal.

6. Assistance to Individuals and Businesses (Annex G): While their recovery from a disaster is primarily the responsibility of the affected citizens and businesses, every effort will be made to assist them, particularly those whose needs cannot be met through insurance or their own resources. The American Red Cross and the State Department of Health and Human Services will coordinate such relief efforts. Emphasis will be placed on assisting and supporting the aged, handicapped and infirm.

#### L. Mitigation

1. The County Board and the various City Councils should be aware of their responsibilities for maintaining an on-going program to eliminate hazards or minimize their effects. Sarpy County, Bellevue, La Vista, Papillion and Springfield have complied with all requirements and are participants in the Regular Federal Flood Plain Management Program. These jurisdictions qualify for Federal Flood Insurance and other forms of flood related disaster assistance. The remaining jurisdictions in Sarpy County are not considered to be in a flood hazard area.
2. To ensure continuity of mitigation efforts, Sarpy County executives will hold post-disaster discussions to determine what mitigation actions would be appropriate.

### VII. ADMINISTRATION AND LOGISTICS

#### A. Procedures

Some administrative procedures may be suspended, relaxed, or made optional under threat of disaster. Such action should be carefully considered, and the consequences should be projected realistically. Procedures to achieve this goal will be detailed in this Plan, and any necessary departures from business-as-usual methods will be noted.

#### B. Documentation

All disaster related expenditures will be documented using generally accepted accounting procedures. The documentation will be used following a Governor's Proclamation or Presidential Disaster Declaration to qualify for reimbursement of eligible expenditures and to ensure compliance with applicable regulations.

### C. Resources

Following initial lifesaving activities, the Chair of the County Board of Commissioners and the Chief Executives of the cities will ensure that all necessary supplies and resources are procured for the various operating departments. After a Disaster Declaration has been issued, the Chief Executive may, without prior approval of the governing body, rent, lease, procure or contract for such resources or services as are essential for maintaining the safety and well being of the population and effecting immediate restoration of vital services. Refer to Annex L for resource management procedures.

## VIII. TRAINING AND EXERCISING

### A. Training

1. Specialized training requirements are defined in the functional Annexes. Each department, agency or organization with responsibilities under this Plan is also responsible for ensuring that its personnel are adequately trained and capable of carrying out their required tasks.
2. The Sarpy County Emergency Management Director or designee will assess training needs, ensure that formal emergency management training programs are made available to city and county executives and personnel, and, in general, coordinate the overall training program.
3. The training program will be consistent with the five-year Homeland Security Exercise Plan. All training supported by the Homeland Security grant process must be ODP (Office of Domestic Preparedness) approved and provided by approved instructors.

### B. Exercises

An ongoing program of exercises and drills of elements of this Plan are essential to the maintenance of the County's emergency response capability and for ensuring the adequacy of this County Plan. It is the Sarpy County Emergency Director's or designee's responsibility for training an Exercise Planning Team which will coordinate the overall exercise program. An exercise of the direction and control aspects of this Plan should be conducted on an annual basis. All exercises and drills will be evaluated and any follow-up activities conducted in accordance with the Nebraska Homeland Security Exercise and Evaluation Program (NeHSEEP).

## IX. PLAN DEVELOPMENT AND MAINTENANCE

### A. Responsibility

This Plan is the principal source of documentation of Sarpy County's emergency management activities. Almost every agency of government has responsibility for developing and maintaining some part of this Plan. Overall, the Sarpy County Emergency Management Director will coordinate this process. The planning process is dynamic and always changing and as situations change, new hazards are identified, or capabilities improve, the Plan should also change. The Chief Executives will approve all major changes involving emergency management. The Sarpy County Emergency Management and Communications Agency Director or designee may approve routine changes such as corrections, staffing rosters, maps, annotations, and reporting requirements.

### B. Procedures

Each agency, department or organization with responsibilities under this Plan will develop and maintain written procedures for carrying out their assigned tasks. Those local, jurisdictional standard operating procedures (SOPs) will be considered as supplements to this Plan.

### C. Review

This Plan and all Annexes and procedures will be updated as the need for a change becomes apparent. Additionally, all portions of the Plan, including operating procedures will be thoroughly reviewed annually and appropriate changes made. The Sarpy County Emergency Management and Communications Agency Director or designee will ensure that this review process is carried out on a timely basis.

### D. Recertification

Provisions will be made for periodic recertification of this Plan by the governing bodies of Sarpy County and the cities of Bellevue, Gretna, LaVista, Papillion and Springfield. This would normally occur after any significant change in elected officials. The Emergency Management and Communications Agency Director or designee will ensure that this is accomplished.

### E. Distribution

The Sarpy County Emergency Management Director or designee will ensure that this Plan and all formal changes are distributed on the local level in accordance with the Plan Distribution List on page xvi. The Nebraska Emergency Management Agency will be responsible for distribution to other counties, organizations, state agencies, and the federal government. Plans and changes will be distributed with a control copy number and a distribution log will be



maintained by the Sarpy County Emergency Management Agency and by the Nebraska Emergency Management Agency to ensure that all individuals, agencies, and organizations have received current copies of the Plan.

X. REFERENCES

- A. Nebraska State Emergency Operations Plan (SEOP), dated 28 July, 2003, as revised
- B. Nebraska State Emergency Alert System Operational Plan, February 2003, as revised
- C. 2004 North American Emergency Response Guidebook
- D. Hazardous Materials Emergency Planning Guide, NRT-1, July 2001.
- E. Nebraska Radiological Emergencies Response Handbook, April 1989
- F. Nebraska State Radiological Emergency Response Plan for Nuclear Power Plant Incidents, April 2001
- G. Sarpy County Radiological Emergency Response Plan for Nuclear Power Plant Incidents, dated August 2003
- H. NUREG 0654/FEMA REP 1, Criteria for Preparation and Evaluation of Radiological Emergency Response Plans and Preparedness in Support of Nuclear Power Plants, issued November 1980
- I. Contingency Plan for Emergencies, Appendix E, Papillion Creek Dam – Site 16, Revised 1993.
- J. Contingency Plan for Emergencies, Appendix E, Papillion Creek Dam – Site 18, Revised 1995.
- K. Contingency Plan for Emergencies, Appendix E, Papillion Creek Dam – Site 20, Revised 1993.
- L. Contingency Plan for Emergencies, Appendix E, Papillion Creek Dam – Site 21, Revised 1996.
- M. Emergency Action Plan for Kingsley Dam, Revised 2003.
- N. OAFB Full Spectrum Threat Response Plan 10-2, Revised 2004.
- O. Sarpy County Radio Amateur Civil Emergency Service (RACES) Plan, Revised April 2003.

LIST OF ATTACHMENTS

<u>Attachments #</u>	<u>Item</u>	<u>Page</u>
1	Functional Responsibility Charts	21

# FUNCTIONAL RESPONSIBILITY CHART

P = primary responsibility, S = secondary responsibility

## EXECUTIVE GROUP

ANNEXES →		A	B	C	D	E	F	G	H	I	J	K	L	
<div> <div>FUNCTIONS</div> <div> <div>POSITIONS or AGENCIES, Others</div> </div> </div>	Continuity of Government	Direction and Control	Communications and Warning	Damage Assessment	Emergency Public Information	Evacuation	Fire-Hazmat Services	Health and Medical	Law Enforcement	Mass Care	Protective Shelters	Public Works	Resource Management	Plan Update, Maintenance
	Chair, County Board	P			S								S	
	Mayors of cities	P	P		S								S	
	City Council	S	S											
<b>BE ADVISED:</b>  <b>IF POSITIONS HAVE NOT BEEN APPOINTED ON THE EOC STAFF, THE CHIEF ELECTED OFFICIAL WILL ASSUME RESPONSIBILITY FOR THAT POSITION</b>														

**EMERGENCY MANAGEMENT  
ORGANIZATION****FUNCTIONAL RESPONSIBILITY CHART**

P = primary responsibility, S = secondary responsibility

<div> <div>ANNEXES</div> <div>FUNCTIONS</div> <div>POSITIONS or AGENCIES, Others</div> </div>		A	B	C	D	E	F	G	H	I	J	K	L	Plan Update, Maintenance
	Continuity of Government	Direction and Control	Communications and Warning	Damage Assessment	Emergency Public Information	Evacuation	Fire-Hazmat Services	Health and Medical	Law Enforcement	Mass Care	Protective Shelters	Public Works	Resource Management	
	Sarpy County Emergency Mgt	S	S	S	S	P	S	S	S	S	S	S	S	P
	Community/Deputy Emergency Managers	S	S	S	S	P	S	S	S	S	S	S	S	P
	Public Information Officer		S		P									S
	Communications and Warning Officer		S	P	S									S
	Radiological Officer		S		S		S	S						S
	Medical Coordinator							P		S	S			S
	Public Health Coordinator				S			P		S	S			S
	Damage Assessment Coordinator				P							S	S	

**FUNCTIONAL RESPONSIBILITY CHART**

P = primary responsibility, S = secondary responsibility

**COUNTY OFFICIALS**

<div> <div>ANNEXES</div> <div>FUNCTIONS</div> <div>POSITIONS or AGENCIES, Others</div> </div>		A	B	C	D	E	F	G	H	I	J	K	L	
	Continuity of Government	Direction and Control	Communications and Warning	Damage Assessment	Emergency Public Information	Evacuation	Fire-Hazmat Services	Health and Medical	Law Enforcement	Mass Care	Protective Shelters	Public Works	Resource Management	Plan Update, Maintenance
Sarpy County Sheriff			S	S		S			P					S
County Attorney - Coroner	S	S						S						
County Assessor	S			S									S	S
County Clerk	P												S	S
County Treasurer	S												S	
Superintendent of Schools						S		S		S	S			
Highway Superintendent			S	S		S					S	P	S	S
Extension Educator (CES)				P	S								S	
FSA - County Emergency Board (CEB)				P						S			S	
Building Inspector				P								S		
County Engineer/Building Inspector				P								S	S	
County Surveyor												P		

# FUNCTIONAL RESPONSIBILITY CHART

P = primary responsibility, S = secondary responsibility

## CITY OFFICIALS

<div> <div>ANNEXES</div> <div>FUNCTIONS</div> <div>POSITIONS or AGENCIES, Others</div> </div>		A	B	C	D	E	F	G	H	I	J	K	L	
	Continuity of Government	Direction and Control	Communications and Warning	Damage Assessment	Emergency Public Information	Evacuation	Fire-Hazmat Services	Health and Medical	Law Enforcement	Mass Care	Protective Shelters	Public Works	Resource Management	Plan Update, Maintenance
	Police Chief		S	S		S			P					S
	Fire Chief		S	S			P	S	S					S
	City Attorney	S	S		S									
	City Clerk	S												
	Director of Public Works		S	S		S						P	S	S
	Utilities Commissioner		S	S								P	S	S
	City Engineering Dept.			S							S	S	S	
	Parks and Recreation Director			S								S	S	
	Street Commissioner			S		S						S	S	
	City Physician							S		S				
	Superintendent of Schools					S				S	S		S	

**FUNCTIONAL RESPONSIBILITY CHART**

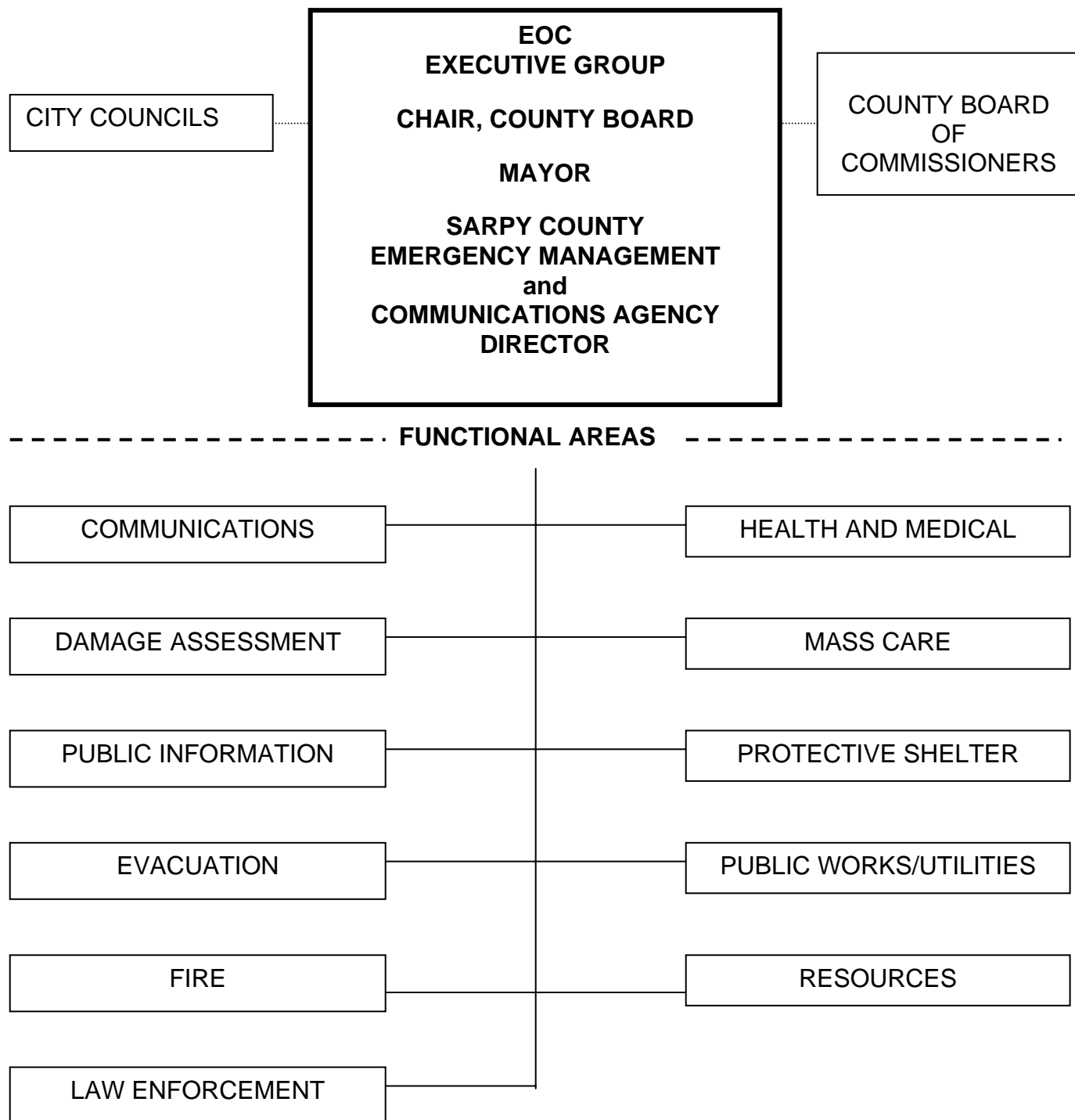
P = primary responsibility, S = secondary responsibility

**OTHER ORGANIZATIONS  
AGENCIES**

ANNEXES		A	B	C	D	E	F	G	H	I	J	K	L	
<div> <div>FUNCTIONS</div> <div> <div>POSITIONS or AGENCIES, Others</div> </div> </div>	Continuity of Government	Direction and Control	Communications and Warning	Damage Assessment	Emergency Public Information	Evacuation	Fire-Hazmat Services	Health and Medical	Law Enforcement	Mass Care	Protective Shelters	Public Works	Resource Management	Plan Update, Maintenance
Heartland Chapter, Red Cross				S				S		P				S
State Fire Marshall				S			P				S	S	S	
Nebraska State Patrol						S			P					
Papillion Office, NE Health and Human Services System								P		S				S
Tri Mutual Aid Association				S			P	S						
Volunteer Communications (Amateur Radio and REACT)			S	S						S	S			
Telephone Companies			S	S								S		
Water Companies / Departments			S	S								S		
Cable TV Companies			S	S								S		
Natural Gas Companies				S								S		
Omaha Public Power District				S								S		

## **DIRECTION AND CONTROL**

### **ORGANIZATION CHART**





## DIRECTION AND CONTROL

### I. PURPOSE

The purpose of this Annex is to provide procedures for centralized and coordinated management of emergency response activities in order to best protect the residents and property in Sarpy County.

### II. SITUATION

A. The Sarpy County Emergency Operating Center (EOC) is located at 1210 Golden Gate Drive in Papillion and may be reached at 402-593-2361, 539-2362, 593-2363, 593-2364, 539-2365 and 593-2366.

1. The EOC is considered to be an adequate tornado shelter. Maximum staffing for this facility is 14 persons.
2. A 300 kW generator with five (5) days of fuel, supplies adequate auxiliary power.
3. The EOC is equipped with a NAWAS (National Warning System) Drop and installed radio capability to communicate with law enforcement, fire/EMS departments, and amateur and GMRS radio. Ten (10) telephone lines are operational with additional standby capability.
4. The EOC is maintained in a fully operational mode. Access to the EOC can be controlled.

B. Alternate Emergency Operating Center

In the event the primary EOC is damaged or otherwise unavailable, the Assembly Room in the Bellevue Police Station will be used as the alternate EOC. In the event both the EOC and alternate cannot be used, a law enforcement, emergency management or fire department vehicle will serve as a field communications command post and will function as the alternate EOC until a facility can be readied. The location selected will be determined at the time of the situation.

C. Emergency Operating Centers for other jurisdictions are:

1. Bellevue: Police Department Assembly Room
2. Gretna: City Hall

3. La Vista: Fire Hall
  4. Papillion: Sarpy County Court House
  5. Springfield: Fire Hall
- D. The Sarpy County Mobile Command Post could support the above EOCs.
- E. First Responders will use an Incident Command System which is in accordance with HSPD-5, the National Incident Management System. The nature or kind of disaster will determine which of the first responding emergency units will provide the initial Incident Commander. The Incident Command may be handed off to another agency as disaster priorities change. When the EOC is activated, field operations and the EOC must coordinate disaster operations for effective response and recovery.

### III. ASSUMPTIONS AND PLANNING FACTORS

- A. The Emergency Operations Centers would be available and prepared for emergency operations in a minimal amount of time.
- B. Local Chief Executives will normally function from their EOC or be on call during EOC operations.

### IV. ORGANIZATION/RESPONSIBILITIES

- A. The Emergency Operation Center Staff, comprised of the Chief Executives of government and key officials, administer the Direction and Control function.
- B. The Chief Executives of government are responsible for their respective village, city, or county emergency operations including coordination of mutual aid and assuring the effective use of resources. The Chairman of the Sarpy County Board of Commissioners is responsible for all county emergency operations outside of corporate city or village limits. The Executive Group is comprised of these Chief Executives within Sarpy County. They are:
  1. County - Chairperson, Board of Commissioners,
  2. Cities - Mayors
- C. Staff, as designated in each functional Annex, is appointed or approved by the Chief Executives and become responsible for carrying out emergency operations and advising the Executive Group on matters pertaining to their areas of responsibilities. See Attachments 1 and 2.

- D. EOC supporting staff are those offices, both governmental and private, which do not have a primary operational responsibility but have the knowledge and professional expertise to assess a situation and provide advice and/or make recommendations to the Executive Group. The involvement of an office or offices will be dependent upon a number of variables, such as:
1. Geographical location of disaster,
  2. Magnitude of disaster,
  3. Type of advice/recommendation needed upon which to base executive decisions,
  4. Capability of affected community to provide "expert" assessments and evaluations.
- E. The Emergency Management Director's or designee's Direction and Control responsibilities may include, but are not limited to:
1. Serving as the disaster operations advisor to the Executive Group,
  2. Acting as the liaison to neighboring and higher levels of government, as required,
  3. Developing the EOC operating procedures,
  4. Assisting in staffing the EOC by organizing, recruiting, and training an Emergency Management EOC Staff which would support all jurisdictions in areas not normally a function of day-to-day government,
  5. Managing the operations of the EOC,
  6. Coordinating the implementation of mitigation efforts.
- F. Lines of Succession
1. County Board of Commissioners:
    - a. Chairperson,
    - b. Vice Chairperson,
    - c. Most senior member through members of the Board in order of their seniority on the Board.

2. City of Bellevue:
  - a. Mayor,
  - b. President of City Council,
  - c. City Administrator
3. City of Gretna:
  - a. Mayor,
  - b. President of City Council,
  - c. Most senior member of the City Council
4. City of La Vista:
  - a. Mayor,
  - b. President of City Council,
  - c. City Administrator
5. City of Papillion
  - a. Mayor,
  - b. President of City Council,
  - c. City Administrator
  - d. Police Chief
6. City of Springfield:
  - a. Mayor,
  - b. President of City Council,
  - c. Most senior member of the City Council
7. EOC Staff: as defined in each Annex to this Plan:

8. Sarpy County Emergency Management:

- a. Sarpy County Emergency Management and Communications Agency Director,
- b. Emergency Director or designee,
- c. Sarpy County Administrator
- d. Sarpy County Sheriff

V. CONCEPT OF OPERATIONS

A. Activation of the Emergency Operating Center (EOC)

- 1. The Chairman of the County Board, the Mayor of any incorporated city in Sarpy County and the Sarpy County Emergency Manager or designee have the authority to activate the Sarpy County Emergency Operating Center (EOC). First responders may request that the EOC be activated, as a situation warrants.
- 2. Immediate requests for assistance from Emergency Management will be channeled through the Sarpy County Communications Center to the appropriate agency/organization.
- 3. The decision to activate the Emergency Operating Center will be based upon the severity of the emergency situation. The Emergency Director or designee will determine the level of staffing required, based upon the situation, and will alert appropriate personnel, agencies, and organizations.
  - a. Increased operations activity and staffing will not normally be required when the emergency can be effectively handled by on-duty emergency response forces and there is no immediate threat to people or property.
  - b. Activation and staffing should be a major consideration when there is a significant threat to the population that would require increased coordination between response agencies. All emergency support services will maintain a current notification roster to ensure a timely response.
  - c. The Sarpy County Emergency Director or designee may activate the EOC on a limited staffing basis during severe weather watches and warnings.

4. The Incident Commander may establish a field command post. The field command post will maintain close contact and coordination with the EOC.
5. The Emergency Management Director (EM) or designee will notify the Nebraska Emergency Management Agency, (1-877-297-2368), when there is an emergency or disaster that includes multi-agency response and is beyond the normal day-to-day response activities. The Incident Status Report (Attachment 3) is used to report as much information as is known at the time. The information in bold letters is of immediate importance. The Emergency Management Director or designee will report more information as it becomes available and at least once a day for the remainder of the incident.
6. The EOC may operate on a 24-hour basis during the emergency; shifts will be determined in eight or 12-hour increments. A member of the Executive Group will be present or on call during EOC operating hours.

#### B. EOC Operations

1. During disaster operations, the following may operate from the EOC; other officials may operate from their daily locations as defined in the functional Annexes:
  - a. Executive Group (at the EOC or on call),
  - b. Emergency Director or designee,
  - c. Communications Officer,
  - d. Damage Assessment Coordinator,
  - e. Public Information Officer,
  - f. Medical Coordinator and/or Public Health Coordinator,
  - g. Mass Care Coordinator,
  - h. Resources Coordinator (may include Volunteer Coordinator),
  - i. Social Services Coordinator,
  - j. Radiological Officer (radiological emergency),
  - k. LEPC Chair or representative,

2. Record keeping procedures in the EOC needs to include:
  - a. All radio communications at the EOC logged by the agency/organization receiving/transmitting the message,
  - b. A detailed activity log of EOC operations maintained by the Emergency Management Director or designee using local government administrative support,
  - c. The Emergency Management Director/designee or the Communications Officer overseeing all logs and the message/information flow system.
3. Periodic briefings at the EOC to update all personnel will be held, as the situation dictates.
4. The EOC contains updated maps of Sarpy County and its cities and villages as well as status boards required for tracking significant events/actions.
5. EOC security is provided by the Sarpy County Sheriff's Office.

#### C. EOC Coordination

1. Specific operations are detailed in the Annexes to this Plan. These disaster operations shall be performed in accordance with federal and state law and Sarpy County Resolutions which cover mutual aid, emergency expenditures, emergency worker's liability, Worker's Compensation, etc. The Executive Group will make necessary policy decisions in accordance with state and local laws.
2. To provide for the most efficient management of resources, coordination of emergency operations will be through the appropriate Staff.
3. Primary communications will be through normal systems. Additional communications capabilities are outlined in Annex B.
4. Incident Command in the field and officials at the EOC must maintain contact with each other to effectively coordinate disaster operations.
5. Emergency workers without standard identification cards and volunteers will be issued an identification card by Sarpy County Emergency Management which will allow them access to areas necessary to perform their assigned tasks.
6. The EOC needs to be informed when staging areas are established in the field for the purpose of coordinating the use of outside support for disaster response.

#### D. Local Emergency Declaration

In situations where response and recovery are within the capabilities of the local government, the Chief Executive of the jurisdiction may declare an emergency and issue directives to activate local resources required to respond. (Example: A "Declaration of a Snow Emergency" could implement a parking ban on designated streets and activate the snow removal plan.)

#### E. Local Disaster Declaration

1. The Chief Executive may sign a Disaster Declaration when it appears that the response and recovery efforts will exceed the normal local capabilities. See Attachment 4.
2. Within the limitations stated in RRS 81-829.50, any order or declaration declaring, continuing, or terminating a disaster will be given prompt and general publicity through the Public Information Officer (Annex D).
3. A Disaster Declaration on official letterhead will be filed promptly with the Clerk of the affected jurisdiction and with the Nebraska Emergency Management Agency. The Emergency Management Director or designee will fax (if possible) the local Declaration, then mail the hard copy original to the Nebraska Emergency Management Agency. See Sample Disaster Declaration, Attachment 4 to this Annex.
4. The effect of a local Disaster Declaration will be to:
  - a. Activate response and recovery aspects of all applicable local and/or interjurisdictional Emergency Management plans, and to
  - b. Authorize the furnishing of aid and assistance from these plans.
5. A local Disaster Declaration is not an automatic request for state assistance.

#### F. Request for Assistance

1. Sarpy County will first implement mutual aid agreements within the County and with neighboring communities.
2. If mutual aid resources are not sufficient, the Chief Executive may request assistance from the state through Sarpy County Emergency Management.
  - a. A local Disaster Declaration must precede a request for State assistance (Attachment 4).



- b. The County Board of Commissioners will make this request through Sarpy County Emergency Management to the Nebraska Emergency Management Agency. See Attachment 5 for guidelines.
  - c. The Nebraska Emergency Management Agency will review the request, evaluate the overall disaster situation, and recommend action to the Governor.
3. Local response agencies may request technical assistance and resource support directly from state agencies, such as the Nebraska State Patrol, the Department of Roads, the State Fire Marshal, the Department of Environmental Quality, and the Nebraska Health and Human Services System. The Sarpy County Emergency Director or designee will advise the Nebraska Emergency Management Agency of these requests.

## VI. ADMINISTRATIVE AND LOGISTICS

### A. Fiscal

1. Sarpy County and its affected jurisdictions shall fund disaster related costs from local contingency funds to the fullest extent possible.
2. All disaster related expenditures must be documented using generally accepted accounting procedures. The State and Federal governments will conduct audits prior to providing reimbursements for eligible expenditures.

### B. Call-Down Rosters and Review of Annex A

1. The Sarpy County Emergency Management Director or designee will ensure that call-down rosters for EOC Staff and County/City/Village Officials (Attachments 1 and 2) are current.
2. The Emergency Director or designee will review this Annex annually.

## VII. TRAINING AND EXERCISING

### A. Training

1. The training program will be consistent with the five-year Homeland Security Exercise Plan. All training supported by the Homeland Security grant process must be ODP (Office of Domestic Preparedness) approved and delivered by approved instructors.

2. All personnel with responsibilities in this Plan should make every effort to attend training programs designed for city and county officials offered by the Nebraska Emergency Management Agency and appropriate Federal sources.

B. Exercising

1. All exercises and drills will be evaluated and any follow-up activities conducted in accordance with the Nebraska Homeland Security Exercise and Evaluation Program (NeHSEEP).
2. An exercise of Direction and Control aspects of this Plan involving both the Executive Group and EOC Staff should be held at least annually.

LIST OF ATTACHMENTS

<u>Attachment #</u>	<u>Item</u>	<u>Page</u>
1	County Officials and EOC Staff	A-12
2	City Officials and EOC Staff	A-14
3	Incident Status Report (OMS-1)	A-25
4	Sample Disaster Declaration	A-27
5	Emergency Disaster Checklist for Obtaining State/Federal Assistance	A-28
TAB A	City of Bellevue Operations Plan	A-29
TAB B	City of La Vista Operations Plan	A-31
TAB C	City of Papillion Operations Plan	A-33
TAB D	City of Gretna Operations Plan	A-35
TAB E	City of Springfield Operations Plan	A-37

THIS ATTACHMENT IS ON FILE WITH  
LOCAL EMERGENCY MANAGEMENT  
AND THE  
NEBRASKA EMERGENCY MANAGEMENT AGENCY

# INCIDENT STATUS REPORT

Incident: \_\_\_\_\_ Incident Date: \_\_\_\_\_ Report date/time \_\_\_\_\_

Jurisdiction: \_\_\_\_\_ Caller Name: \_\_\_\_\_

Call back number: \_\_\_\_\_ Incident Commander: \_\_\_\_\_

**Instructions:** As soon as possible fill in as much information as you currently know. The information in **bold** is of immediate importance. Other information can be gathered as it becomes available. Please fill all of the information areas, put **unknown** in areas where you have no information and **none** where there is no damage or impact. Please fax or call the information into the State EOC as soon as *any* information is known, then fax or call in updates as new information becomes available or as it is requested by NEMA. Thank you. Fax 402 471-7433 or Call 877 297-2368

## 1. GENERAL INFORMATION:

### **1.1 General Location of Affected Area:**

**1.2 EOC Activated?** Y N

**1.3 Disaster Declaration?** Y N

## 2. LOCAL ACTIONS:

**2.1 Evacuation Ordered?** Y N Size of Area: \_\_\_\_\_

### **2.2 Resources Deployed:**

2.2.1 Law Enforcement: Y N 2.2.2 Fire: Y N 2.2.3 Rescue: Y N 2.2.4 Public Works: Y N

2.2.5 Mutual Aid Departments on scene: \_\_\_\_\_

2.2.6 Private Utilities: \_\_\_\_\_

## 3. DISASTER IMPACTS:

**3.1 Number of:** **Fatalities** \_\_\_\_\_ **Injuries** \_\_\_\_\_ **Missing Persons** \_\_\_\_\_

**3.2 Estimated number of families/individuals displaced:** **Actual** \_\_\_\_\_ **Anticipated** \_\_\_\_\_

**3.3 Number of Shelters Open:** \_\_\_\_\_

**3.4 Number of People Sheltered:** \_\_\_\_\_

**3.5 Anticipated Total Number of Persons:** \_\_\_\_\_

**3.6 Special Needs Citizens Identified and Cared For:** Y N

**3.7 Comfort locations for Emergency Workers established?** Y N

**3.8 Number of structures damaged:**

3.8.1 Homes: Minor \_\_\_\_\_ Major \_\_\_\_\_ Destroyed \_\_\_\_\_ % Insured \_\_\_\_\_

3.8.2 Public Buildings: Minor \_\_\_\_\_ Major \_\_\_\_\_ Destroyed \_\_\_\_\_ % Insured \_\_\_\_\_

3.8.3 Business/Industry: Minor \_\_\_\_\_ Major \_\_\_\_\_ Destroyed \_\_\_\_\_ % Insured \_\_\_\_\_

Minor - Building is damaged and may be used under limited conditions with minor repairs.

Major - Building is damaged to the extent that it is no longer usable and may be returned to service only with extensive repairs.

Destroyed - Building is a total loss or damaged to the extent that it is no longer usable and is not economically feasible to repair

**3.9 Immediate Needs: (health & safety for individuals & property):****4. STATUS OF SERVICES:****4.1 Status of Electric Utility Service:****4.2 Status of Telephone Service:****4.3 Status of Schools:****4.4 Status of Government Offices:****4.5 Impacted Critical Facilities****4.5.1 Hospitals:** \_\_\_\_\_**4.5.2 Water Treatment Plants:** \_\_\_\_\_**4.5.3 Wastewater Plants:** \_\_\_\_\_**4.5.6 Lift Stations:** \_\_\_\_\_**4.5.7 Natural Gas:** \_\_\_\_\_**4.5.8 Correctional:** \_\_\_\_\_**4.5.9 Other:** \_\_\_\_\_**5. TRANSPORTATION:****5.1 Streets:**                      **Extent of Damage**

_____	_____
_____	_____
_____	_____
_____	_____

**5.2 Roads:**

_____	_____
_____	_____
_____	_____
_____	_____

**5.3 Bridges:**

_____	_____
_____	_____
_____	_____
_____	_____

**5.4 Airport:**

_____	_____
_____	_____
_____	_____
_____	_____

**6. ANTICIPATED FUTURE NEEDS: (Including personnel, equipment, mass care etc)**

_____	_____
_____	_____
_____	_____

SAMPLE LOCAL DISASTER DECLARATION

**A Disaster Declaration must be issued prior to requesting state or federal assistance.**

**A Disaster Declaration for a city or village should be transmitted  
through the County Emergency Management Director.  
The County Board should also declare a disaster using this same form.**

**The following is a sample of the language that should be retyped onto the jurisdiction's  
official letterhead before submitting it to the State EOC.**

\*\*\*\*\*

Sarpy County *(or affected city)* has suffered from a \_\_\_\_\_ *(i.e., disastrous tornado strike)*  
that occurred on \_\_\_\_\_ *(include date(s) and time)* causing severe damage to public and  
private property, disruption of utility service, and endangerment of health and safety of the  
citizens of Sarpy County *(or city)* within the disaster area

Therefore, the Chair of the Sarpy County Board of Commissioners *(or the Mayor of \_\_\_\_\_)*  
has declared a state of emergency authorized under Nebraska State Statute R.R.S. 81-829.50  
on behalf of Sarpy County *(or city)*, and will execute for and on behalf of Sarpy County *(or city)*,  
the expenditure of emergency funds from all available sources, the invoking of mutual aid  
agreements, and the applying to the State of Nebraska for assistance from the Governor's  
Emergency Fund and any other resources he/she deems necessary in the fulfillment of his/her  
duties.

\_\_\_\_\_  
Chair, Sarpy County  
Board of Commissioners  
*(or Mayor of affected jurisdiction  
or by appointed authorized representative)*

WITNESS my hand and the seal of my office  
this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
*County (or City) Clerk*

\_\_\_\_\_  
Date

### EMERGENCY/DISASTER CHECKLIST FOR OBTAINING STATE/FEDERAL ASSISTANCE

1. Has an initial assessment of damages and resources needed been made? YES NO

If NO, Damage Assessment instructions are in Annex C.

2. Are the emergency/disaster response and/or recovery requirements beyond your jurisdiction's capabilities? YES NO

3. Have you requested mutual aid? YES NO

If NO, mutual aid resources are listed in the Annexes appropriate to the functional area. i.e. for fire, refer to Fire Services - Annex F; medical - Annex G; law enforcement - Annex H.

4. Has a Local Disaster Declaration been signed by the Chief Executive? YES NO

If NO, see Sample Local Disaster Declaration on preceding page.

5. Do you need assistance in obtaining some resources? YES NO

6. Do you anticipate needing financial assistance from the State or Federal Government? YES NO

7. Are you maintaining financial records on the expenditures of local resources during the disaster? See Annex L. Financial expenditures must be documented under the Governor's Emergency Fund Procedures or to prove local share under a Presidential Disaster Declaration. YES NO

8. Have you determined what assistance you need and how that assistance will be utilized? YES NO

If NO, go to #9.

9. Do you need State or Federal assistance to complete the damage assessment process? YES NO

10. Have you notified the Nebraska Emergency Management Agency? YES NO

If NO, notify as follows:

Call NEMA at: 1-877-297-2368 (toll free)

or the Papillion NAWAS Warning Point, 402-593-4111

**CITY  
OF  
BELLEVUE**

**OPERATIONS  
PLAN**

**FOR  
DISASTER  
RESPONSE  
AND  
RECOVERY**

**2005**



**CITY OF BELLEVUE  
EMERGENCY PLAN**

## TABLE OF CONTENTS

<u>Subject</u>	<u>Page</u>
I. Purpose	1
II. Planning Factors	1
III. Basic Disaster Operations	2
IV. Field Operations - First Responders	4
Police Department	5
Sarpy County Communications Center	7
Fire Department	7
Emergency Medical Services	8
Public Works/Utilities	9
Street Department	9
Electric Department	10
Water Division	11
Wastewater Division	12
Parks and Recreation Department	12
Landfill	12
V. Emergency Operations Center	13
Mayor/City Council	13
City Administrator	14
Emergency Management	16
City Attorney	18
Building Inspector	18
City Clerk/Treasurer	19
Purchasing Officer	20

## **EMERGENCY OPERATIONS PLAN FOR THE CITY OF BELLEVUE**

### **I. PURPOSE**

- A. The Emergency Preparedness Mission for the City of Bellevue is to ensure the coordination of city departments and personnel to effectively respond to and recover from a natural or manmade disaster so that the maximum number of people and the greatest amount of property in jeopardy from a disaster can be saved and order restored as soon as possible.
- B. This plan identifies the primary disaster responsibilities of city departments and personnel employed by the City of Bellevue. This plan is intended to supplement the Sarpy County Local Emergency Operations Plan (LEOP); functions found in this plan are also discussed in the LEOP.
- C. It is in the best interest of the City of Bellevue that the named key officials meet at least once a year to review these guidelines to determine that they are current.

### **II. PLANNING FACTORS**

#### **A. All-Hazards Approach**

This Plan uses an "all-hazards" approach that provides general direction for responding to any type of disaster across a full spectrum of hazards. Bellevue is susceptible to a number of hazards.

#### **B. Vulnerable Populations**

There are populations at risk in Bellevue. These will require special considerations in warning, evacuation, and other areas of disaster response.

#### **C. Primary Responsibility for Disaster Response and Recovery**

- 1. The primary responsibility for the welfare of Bellevue residents during a disaster rests with the Mayor and the City Council. The Mayor will be responsible for the coordination of disaster operations as well as executive decisions necessary to provide an effective response/recovery to the disaster.

2. In the absence of the Mayor, the established line of succession is:

- a. President of the City Council
- b. City Administrator

### III. BASIC DISASTER OPERATIONS

#### A. Operations - Warning Phase

- 1. When alerted of a disaster situation, the Sarpy County Communications Center will begin notification of those on their emergency notification list.
- 2. The public may have already been warned through the electronic media; if not, the dispatcher will sound the sirens as needed.

#### B. Operations - Actual Disaster

- 1. The first priority after a disaster has struck is lifesaving activities and the subsequent preservation of property. First Responders will proceed to the scene of the disaster or staging area as soon as possible. Initial requests for Field Operations assistance will be channeled through the Communications Center.
- 2. After the initial response, the Emergency Operations Center (EOC) will likely be activated to provide a site for local officials and other designated personnel to implement direction and provide coordination between Field Operations and the EOC.
- 3. Other agencies and groups not defined as First Responders may be asked to provide additional disaster services as the City begins the process of recovery.
- 4. All responders in the field and officials at the EOC must maintain contact with each other to effectively coordinate response/recovery from the demands of the emergency.

#### C. Operations - Departmental Responsibilities

The City of Bellevue has defined responsibilities for providing assistance to individuals suffering injury and/or loss and for providing government emergency services after a disaster. Disaster operations can encompass three areas:

## 1. Field Operations

- a. First Responders will provide the initial response to a disaster.
- b. These First Responders will use an Incident Command System (NIMS). A member of one of the First Responder emergency units will provide the initial Incident Commander. This will be determined by the nature of the disaster. Incident Command may be handed off to another agency as disaster priorities change.
- c. Because of the scope of the disaster, First Responders may incur additional responsibilities as defined in Section IV of this plan.
- d. When the EOC is activated, field operations will coordinate with the EOC; although the EOC will not dictate field actions, final authority for major decisions in response/recovery operations is the responsibility of the elected officials at the EOC.

## 2. Emergency Operations Center (EOC)

The Emergency Operations Center will be activated to coordinate disaster response and recovery with Field Operations.

- a. Staffing will be determined by the severity of the situation.
- b. The EOC is located at the Fire Training Center at 3100 Cornhusker Rd. This location provides communications capability, auxiliary power, and ample space with support equipment for disaster operations.

## 3. Additional Disaster Services

Other agencies and groups may be asked for assistance after the initial response to the disaster. The Field Command or the EOC Staff may request these services.

## D. Field Operations and the EOC

Both the field responders and the EOC staff must interface during disaster operations so response efforts are channeled for the quickest, most effective recovery for the City of Bellevue.

1. Communications Capabilities: when Field Operations establish a command post, the EOC will maintain contact with Field Operations.

2. EOC Briefings: Response and recovery efforts will be planned at daily EOC briefings. Each City Department or agency working the disaster may be required to send a representative to report activities in their area.
3. Security of the Disaster Area.
  - a. Security may be needed at all the highway points leading into Bellevue. The Nebraska State Patrol can help with security.
  - b. Roadblocks: City/County and State Roads Departments can help with barricades. The Incident Commander or Law Enforcement will contact the Communications Center to request these resources from the County Roads Department and/or the State Road Department for assistance.
  - c. Identification cards for access to the disaster area will be issued in Bellevue and Sarpy County. ID cards are needed not only for local officials, but also for volunteers, the media, even residents when the disaster area has been secured. The Sarpy County Emergency Management and Communications Agency Director / designee will distribute identification cards from the EOC or at the disaster access points.

#### E. Operations - Administration

Under the direction of the Mayor/City Administrator, the City Clerk/Treasurer and the Purchasing Officer will purchase or rent needed supplies, materials, and equipment for disaster operations. All agreements and contracts on a temporary basis will be recorded in the City Clerk's/Treasurer's Office. Contracting for permanent repairs and/or new construction of public facilities will follow established, routine procedures. All labor, equipment, and material expenditures for the disaster will be submitted to and documented by the City Clerk/Treasurer.

## IV. FIELD OPERATIONS

### A. Primary Field Operational Control for the Disaster

1. All City of Bellevue Departments will become familiar with an Incident Command System per HSPD-5, NIMS. This Incident Command System will be used to ensure one point of contact for field coordination.
2. The Incident Commander may select staging area(s) if needed. The Incident Commander will inform the EOC of the location(s) of the staging area(s).

**B. Responsibilities List for Field Operations**

1. In preparing this plan, Bellevue government officials have assigned responsibilities for disaster response and recovery. These responsibilities address an "all-hazards" approach; therefore, all activities listed for each department may not need to be applied to every disaster. However, the list is not all-inclusive; at the direction of either the Department Supervisor or the City Administrator city personnel may be requested to perform other disaster duties.
2. The task assignments for each City Department are written in general terms and purposely do not tell supervisors how to do their jobs. Each Department should develop guidelines for their specific operations in a disaster situation.

**C. Police Department - Police Chief (LEOP - Annex H)**

1. Among the First Responders to the disaster scene.
2. Implements the Incident Command System.
3. Assesses communications capability as a priority action.
4. Notifies off-duty Police Department personnel and, if required, other law enforcement agencies for assistance. See Annex H, Attachment 1 for a listing of Law Enforcement Resources.
5. If needed, in conjunction with the Fire Department, warns residents and businesses by public address systems, knocking on doors, or other means.
6. Conducts any evacuation as required; including coordination with Emergency Management to select the best evacuation routes to the selected shelter.
7. Implements established procedures for roadblock locations to isolate Bellevue if total isolation of the City is necessary.
8. Warns the public to evacuate by public address system or door-to-door if time does not allow emergency information to be released through the Public Information Officer; the Fire Department may assist in contacting those affected.
9. Coordinates with the EOC in selecting assembly points and exercises surveillance over the assembly points being used for loading buses used for evacuation.

10. Assesses and determines the immediate needs for cleared routes to the hospital and coordinates with the EOC.
11. Coordinates traffic control and crowd control in and around the disaster area.
12. Coordinates with the Street Department for barricades, signs, and flags at control points as established by the Police Department. This will also be coordinated with the EOC.
13. Conducts search and rescue operations with Fire Department personnel.
14. Assesses the need for other City Departments to respond, contacts the Superintendents of Departments and reports this to the EOC.
15. May request opening the EOC for assistance in coordinating disaster response.
16. If the Police Station is damaged, the alternate location for operations can be Bellevue Fire Training Center.
17. May initially advise the EOC of area affected and gives general damage information.
18. Refers inquiries from the general public regarding the disaster or the whereabouts of an individual to the EOC.
19. Sends a representative to the briefings at the EOC; informs the EOC/City Administrator/Mayor of any problems.
20. Secures the disaster area:
  - a. To include critical public facilities and residences
  - b. Checks volunteer ID cards
  - c. Checks permanent ID cards of City personnel
  - d. Firmly controls EOC security from any interference with emergency operations
22. Prevents looting in disaster area.
23. Prevents re-entry into damaged or contaminated buildings.
24. Provides security at shelters, if needed.

25. Provides security for visiting dignitaries.
26. Notifies the EOC of possible flooding problems.
27. Coordinates with the Douglas County Humane Society to pick up stray animals or implement other animal control measures using volunteers, veterinarians or animal control officers.
28. Provides volunteer inmate labor.
29. Deputizes additional personnel, as required.
30. Continues with police responsibilities and services in unaffected areas.
31. Designates and maintains the lines of succession in the absence of the Police Chief.

D. Communications Center – Sarpy County Communications Center (LEOP - Annex B)

1. Maintains a current call-down roster of phones and pagers for key city personnel and others such as the hospital, care centers, schools, and businesses.
2. Provides warning through sirens; if the endangered area is isolated, telephones residents and/or businesses.
3. Monitors and disseminates further watches and/or warnings or advisories.
4. After the initial request for first response, makes the necessary notifications to include notifying the City Administrator, Mayor, and Emergency Program Manager.
5. Coordinates emergency radio traffic.
6. May request additional assistance through the EOC.

E. Fire Department - Fire Chief (LEOP - Annex F)

1. Among the First Responders to disaster scene.
2. Assumes the operational control for fire suppression and explosions.
3. If properly trained, serve as a hazardous materials responder; provides measures to minimize dangers from hazardous materials.



4. Provides radiological monitoring at radiological accidents, including the necessary coordination with Nebraska Health and Human Services System Regulation and Licensure and the Nebraska Emergency Management Agency.
5. Implements the Incident Command System per NIMS.
6. May request opening the EOC for assistance in coordinating disaster response.
7. Coordinates with Police Department in search and rescue operations.
8. Assists the Police Department in evacuation efforts.
9. Assists the Police Department in warning by public address system or door-to-door.
10. Assists the Police Department in crowd control/security of the disaster area.
11. Assesses need for other City Departments to respond and contacts the Department Superintendent(s); reports this to the EOC.
12. Implements mutual aid agreements with other jurisdictions, as needed.
13. Coordinates the staging area with the EOC.
14. Provides back-up equipment for water pumping.
15. Assists in safety inspections to assure the integrity of a structure before permitting re-occupancy.
16. Sends a representative to briefings at the EOC; informs the EOC/City Administrator/Mayor of any problems.
17. Refers inquiries from the general public regarding the disaster or the whereabouts of an individual, to the EOC.
18. Continues fire suppression operations.
19. Establishes and maintains the lines of succession in the absence of the Fire Chief.

F. Emergency Medical Services - Rescue Chief (LEOP - Annex G)

1. May be among the First Responders at the disaster scene.
2. Implements the Incident Command System per NIMS.
3. Conducts triage operations, if needed.
4. Operates emergency medical units to provide emergency treatment to injured personnel at the scene.
5. Transports injured to the hospital; checks with Police Department\EOC for open routes to hospital.
6. Implements mutual aid agreements with other jurisdictions as necessary, allowing hospital staff to stay at their facility to receive injured.
7. Sends a representative to briefings at the EOC and informs the EOC/City Administrator/Mayor of any problems.
8. Continues emergency medical services for the remainder of the City.
9. Establishes and maintains the lines of succession.

G. Public Works/Utilities (LEOP - Annex K)

The Public Works/Utilities Department includes these departments: Street, Waste Water, Parks and Recreation. If a staging area for the Public Works/Utilities function is established, it will be coordinated with the EOC.

1. Street Department
  - a. The call to respond to the disaster will initially come from dispatch at the Sarpy County Communications Center. The Superintendent will coordinate with the City Administrator on disaster work assignments.
  - b. The first priority after a disaster is to clear debris from the routes needed for First Responders; then clearing the arterials and collectors.
  - c. Assesses the damage to streets and reports the damage to the EOC; systematically clears the streets as prioritized at the EOC briefings with input from the City Administrator/Mayor, Police Department, and other affected City Departments.

- d. Closes streets, if requested by Police Department, by transporting and erecting barricades, signs, and flags at control points established by the Police Department.
  - e. Posts traffic directional signs, as needed, particularly for evacuation.
  - f. Clears debris from public areas, but only from private property as is necessary for the rescue or safety of the occupants.
  - g. Performs priority repairs to streets.
  - h. Repairs storm sewers.
  - i. Provides emergency repair and maintenance of vehicles and equipment during disaster operations.
  - j. During flooding conditions, coordinates sandbagging operations for public buildings/entities.
  - k. Assists the City Administrator/Mayor in meeting requirements for the disposal of disaster debris. Responsibilities for landfill operations are listed under City Administrator.
  - l. Establishes additional temporary tree burning areas, as needed.
  - m. If not being utilized, furnishes heavy equipment and personnel to other City Departments.
  - n. Sends a representative to the briefings at the EOC; informs the EOC/City Administrator/Mayor of any problems.
2. Electricity
- a. Omaha Public Power District will survey damage, de-energize downed power lines and restore service as prioritized..
  - b. Bellevue Fire Department can provide some emergency lighting where needed for disaster operations.
3. Water and Wastewater Department - Superintendent  
Metropolitan Utilities District.
- a. Can assess each house individually.

- b. Maintain water pressure and uncontaminated water supply.
- c. Where possible, ensures an adequate water supply to the fire hydrants in case of major fire.
- d. Is prepared to isolate the water system where there is a possibility of contamination from a hazardous materials spill.
- e. Repairs the water tower and/or mains, as prioritized; isolates ruptured or damaged mains until repairs can be made.
- f. Coordinates water testing with the State Health and Human Services System.
- g. Provides potable emergency water supply.
  - 1) Locates suitable containers; fills with uncontaminated water.
  - 2) Distributes to points as coordinated by the EOC; is aware of prioritized facilities needing water such as the hospital or care facilities.
- h. Safety inspects the water system.
- i. If the disaster is a major water contamination, the line of succession for direction and control is: Mayor, Council President, City Administrator, Emergency Program Manager, and Water/Wastewater Department Superintendent.

#### Wastewater Division

- a. Maintains the sanitary sewer operations.
- b. Is prepared to isolate in-flow if the incident involves a hazardous materials spill into the waste system.
- c. Safety inspects the wastewater system if damaged from the disaster.
- d. Contracts for portable toilets and for their maintenance.
- e. If not being utilized, may be required to furnish equipment and personnel to other City Departments, such as vehicles to Police Department.
- f. Sends one person to EOC briefings to represent both Divisions; informs the EOC/City Administrator/Mayor of any problems.

## 4. Parks and Recreation Department - Director

- a. Surveys damage to parks.
- b. Reports to the City Administrator/Mayor for disaster work assignment.
- c. If not being utilized, furnishes equipment/personnel to other City Departments; will primarily assist Street Department.
- d. Will attend or be represented at EOC briefings; informs the EOC/City Administrator/Mayor of any problems in disaster clean-up/repair.
- e. Provides recreational equipment that may be used in the shelters for evacuees.

## 5. Landfill Operation

The City Administrator/Mayor will primarily be responsible for coordinating disposal of disaster debris and will work with the Street Department in accomplishing this function. The following may be some of the requirements for disaster operations:

- a. Meet the demand for greater disposal operations by:
  - 1) Requesting an extension of hours as needed for debris disposal.
  - 2) Requesting signs or guides in the landfill area to organize disposal efforts.
- b. Obtain permission for normally unauthorized items (to the extent possible) at the landfill; find alternatives for disposal of unauthorized items.
- c. Maintain a "salvage depot" for unclaimed damaged property which is removed from public or private property.
- d. In coordination with other affected City Departments and the EOC, establish temporary site(s) for debris disposal/storage.
- e. Will establish an additional temporary tree-burning area, if a "permitted" burn site in Bellevue is not adequate.

V. EMERGENCY OPERATIONS CENTER

## A. Mayor/City Council (LEOP - Annex A)

Responsibilities of the Mayor and City Council during disaster operations may include, but are not limited to:

1. Making executive decisions; establish policy needed to effectively respond to the disaster.
2. Exercising emergency powers; provide policy decisions.
3. Signing the Disaster Declaration.
4. Exercising the final authority on subjects such as:
  - a. Curfews
  - b. Price restrictions
  - c. Standards for contractors, craftsmen
  - d. Temporary waivers for land use
  - e. Other related legal responsibilities
  - f. Evacuation decisions
5. Approving emergency legislation for the city.
6. Activating the EOC; notifying the Emergency Manager
7. Emergency Public Information (LEOP - Annex D)
  - a. The Mayor will ensure that the public is given timely and accurate information through the Public Information Officer (PIO).
  - b. The Mayor will designate a PIO at the time of the disaster if one is not appointed.
  - c. The PIO will establish an Information Center to:
    - 1) Release emergency directions and information to radio, television and newspaper.

- 2) Work with outside media sources, providing timely, accurate information at scheduled media briefings or as the situation dictates.
- 3) Maintains liaison with the EOC and with Field Operations in order to stay abreast of current information.
- 4) Serves as the source through which the media will gain access to public officials, if required.
- 5) Provides current and accurate information to the general public making inquiries.

#### B. City Administrator

The City Administrator is the administrative head of Bellevue city government and works under the direction of the Mayor who has final authority for all City Departments. The City Administrator has been delegated responsibility by the Mayor and Council to coordinate with Emergency Management in providing the direction and control function for disaster operations. The responsibilities of the City Administrator may include, but are not limited to:

1. Coordinating with the Mayor/City Council members and Emergency Management during disaster operations.
2. The City Administrator will be alerted of a disaster situation by the dispatcher or Emergency Management; normally, the City Administrator will, in turn, call the Mayor.
3. Activating the EOC.
4. Reporting to the EOC to monitor the disaster incident through situation reports and data coming into the EOC; visiting the various areas of the disaster, as necessary.
5. In conjunction with Emergency Management, determining EOC staffing.
6. Providing over-all coordination of all City Departments and purchasing for handling the disaster effort.
7. In conjunction with needs of Field Operations and Emergency Management:
  - a. Recruiting any city personnel not involved in disaster response who could assist in emergency duties.

- b. Forming a clerical pool and provide any other support personnel needed to staff the EOC - may include recording disaster events, maintaining status boards, typing, answering inquiries, telephoning, etc.
- 8. Maintaining current inventory and resource list of emergency equipment and supplies.
- 9. Coordinating citywide resources that may be used in disaster response/recovery.
- 10. Coordinating with the City Attorney on any legal emergency matters.
- 11. Responding to official inquiries.
- 12. If a number of public buildings and/or streets have been affected by the disaster, assisting in prioritizing the return to service.
- 13. Coordinating with the Building Inspector in recovery and rebuilding efforts.
- 14. Ensuring the Building Inspector, acting as Damage Assessment Coordinator, has designated someone to document damage through photographs should there later be an application for state or federal assistance.
- 15. Designating appropriate staff to photograph debris piles before disposal.
- 16. In conjunction with the Clerk/Treasurer, ensuring that the City Clerk/Treasurer documents expenses for the disaster.
- 17. Assisting Emergency Program Manager in determining the location(s) for the distribution of potable water and requesting the Water Department to provide potable water to the public; then through the Public Information Officer, notifying the public of the availability and location(s) of water.
- 18. Working with Emergency Management in providing liaison with local contractors, businesses, and industries to obtain the needed heavy equipment and operators, supplies, or specialized personnel as required in the disaster situation.
- 19. Advising disaster victims of temporary emergency housing.
- 20. Establishing a point of contact for cash donations from the community for disaster victims/efforts and establishing guidelines in distributing the money.
- 21. Maintaining a "salvage depot" for unclaimed items.



### C. Emergency Management

The Sarpy County Emergency Management and Communications Agency Director or agency designee will assist the Bellevue Emergency Manager, who will act as a disaster operations advisor to the Mayor and City Council. In performing the direction and control function for coordinating disaster operations, Emergency Management will work closely with the Bellevue City Administrator. Disaster operations duties for Emergency Management may include, but are not limited to:

1. Being responsible for readiness of the EOC to include an adequate communications system, status/ICS boards, maps, office supplies and equipment, printed logs and forms, alternate power or an alternate location.
2. Activating the EOC (normally called by the Dispatcher from the Police Department); assume overall coordination of emergency operations of disaster response/recovery.
3. In conjunction with the City Administrator, determining who is needed on the EOC Staff.
4. Maintaining a current call-down list of EOC Staff with an established procedure for calling in the Staff.
5. Coordinating additional communications support, such as amateur radio operators, staff to take calls for "rumor control", etc.
6. Tracking and recording disaster events on a status board or flip chart; plotting areas of destruction on maps;
7. Conducting EOC briefing(s) to coordinate disaster response/recovery efforts; determine with executives how often Briefings are needed.
8. Coordinating with the City Departments as well as local businesses, private groups, volunteers, and adjacent jurisdictions called for mutual aid and with Sarpy County government if the situation dictates.
9. Requesting the Public Information Officer to provide emergency information to the public concerning an evacuation.
10. Coordinating transportation that may be required for evacuation.
11. Advising in the selection of assembly points for transportation.
12. Coordinating shelter operations with the American Red Cross.

13. Recommending that the Mayor/Council declare an emergency; preparing the Disaster Declaration for the signature of the Mayor and the witness of the Clerk.
  14. Coordinating with the City Attorney on any legal emergency matters.
  15. Coordinating with the ARC/Social Services/Area Agency on Aging on disaster needs of individuals to provide necessary outreach services and assistance in recovery.
  16. Coordinating staging areas with Field Operations.
  17. Disseminating Identification cards for:
    - a. Emergency workers
    - b. Volunteers
    - c. Disaster area residents
    - d. Appointed/elected officials
  18. Coordinating with the City Administrator in determining potable water distribution locations; assuring that the public is notified concerning the availability and location of water.
  19. Working with the City Administrator in providing liaison with local contractors, businesses and industry to obtain the needed heavy equipment and operators, supplies, or specialized personnel as required.
  20. Making formal requests to the next higher levels of government for assistance if the disaster response is beyond the capability of the City.
  21. Providing training for personnel who will respond to a disaster.
  22. Reviewing and updating this Plan for the City of Bellevue, annually.
- D. City Attorney
1. Provides emergency legal counsel to city officials on subjects such as:
    - a. Curfews
    - b. Price restrictions

- c. Standards for contractors, craftsmen to ensure disaster victims are not further victims of unscrupulous practices
  - d. Temporary waivers for land use
  - e. Other related legal duties
- 2. Drafts emergency legislation for the city.
- 3. Provides assistance in negotiating contracts for emergency services.
- E. Building Inspector (LEOP - Annex C)
  - 1. Coordinates the damage assessment of:
    - a. Public entities
    - b. Homes
    - c. Businesses
  - 2. In compiling information, defines the property appraisals/values and insurance coverage as well as damage sustained.
  - 3. Works with the American Red Cross damage assessment team to assure all homes have been surveyed for damage.
  - 4. In conjunction with the City Administrator, assures someone is designated to photograph and record public and private damage should there be an application for state or federal assistance.
  - 5. Compiles all damage assessment reports into a summary document for use by the EOC Staff.
  - 6. Assures that safety inspections are conducted for public and private buildings and issues temporary occupancy permits for temporary housing.
  - 7. Prepares demolition orders for all unsafe structures and provides assistance in the coordination of the demolition work.
  - 8. Assures that rebuilding is in compliance with the City's master development plan.
  - 9. Coordinates first with local contractors/lumber yards to restore damaged public facilities.

10. Coordinates with the City Administrator in establishing a point of contact for insurance adjusters and the influx of builders and repairmen.
11. With the approval of the City Administrator, contracts for needed structural engineering services.
12. Coordinates, as necessary, with the City Electric Superintendent on the safety inspections of the electric systems on damaged public buildings.
13. Ensures that all incoming contractors register through the Building Inspector's office.

F. City Clerk/Treasurer

1. Witnesses the Disaster Declaration
2. Tracks and documents all expenses for the disaster operations from each City Department to include:
  - a. Labor (regular and overtime)
  - b. Equipment
  - c. Materials (to include parts and supplies used from the City's inventory)
3. Coordinates with the Purchasing Officer in assigning (at the time of the disaster) an account number for emergency expenditures.
4. Provides financial statistics and summaries for the cost of the disaster, when requested.
5. In conjunction with the City Administrator, prepares the necessary documentation required for state and federal disaster assistance applications.
6. In initial disaster response, may assist at the Communications Center.
7. Provides staff for the EOC to track and record disaster events.

G. Purchasing Officer

1. Makes emergency purchases, as required.

2. When the Mayor declares a disaster, implements the policy that delegates authority to department superintendents to purchase or lease emergency supplies and/or equipment.
3. Coordinates with the City Clerk/Treasurer in assigning department superintendents an account number for emergency expenditures.

**CITY  
OF  
LA VISTA**

**OPERATIONS  
PLAN**

**FOR  
DISASTER  
RESPONSE  
AND  
RECOVERY**

**2005**

**CITY OF LA VISTA  
EMERGENCY PLAN**

## TABLE OF CONTENTS

<u>Subject</u>	<u>Page</u>
I. Purpose	1
II. Planning Factors	1
III. Basic Disaster Operations	2
IV. Field Operations - First Responders	4
Police Department	5
Sarpy County Communications Center	7
Fire Department	7
Emergency Medical Services	8
Public Works/Utilities	9
Street Department	9
Electric	10
Water	11
Wastewater	12
Parks and Recreation Department	12
Landfill	12
V. Emergency Operations Center	13
Mayor/City Council	13
City Administrator	14
Emergency Management	16
City Attorney	18
Building Inspector	18
City Clerk/Treasurer	19
Purchasing Officer	20

**EMERGENCY OPERATIONS PLAN  
FOR  
THE CITY OF LA VISTA**

**I. PURPOSE**

- A. The Emergency Preparedness Mission for the City of La Vista is to ensure the coordination of city departments and personnel to effectively respond to and recover from a natural or manmade disaster so that the maximum number of people and the greatest amount of property in jeopardy from a disaster can be saved and order restored as soon as possible.
- B. This plan identifies the primary disaster responsibilities of city departments and personnel employed by the City of La Vista. This plan is intended to supplement the Sarpy County Local Emergency Operations Plan (LEOP); functions found in this plan are also discussed in the LEOP.
- C. It is in the best interest of the City of La Vista that the named key officials meet at least once a year to review these guidelines to determine that they are current.

**II. PLANNING FACTORS**

**A. All-Hazards Approach**

This Plan uses an "all-hazards" approach that provides general direction for responding to any type of disaster across a full spectrum of hazards. La Vista is susceptible to a number of hazards.

**B. Vulnerable Populations**

There are populations at risk in La Vista. These will require special considerations in warning, evacuation, and other areas of disaster response.

**C. Primary Responsibility for Disaster Response and Recovery**

- 1. The primary responsibility for the welfare of La Vista residents during a disaster rests with the Mayor and the City Council. The Mayor will be responsible for the coordination of disaster operations as well as executive decisions necessary to provide an effective response/recovery to the disaster.



2. In the absence of the Mayor, the established line of succession is:
  - a. President of the City Council
  - b. City Administrator

### III. BASIC DISASTER OPERATIONS

#### A. Operations - Warning Phase

1. When alerted of a disaster situation, the Sarpy County Communications Center will begin notification of those on their emergency notification list.
2. The public may have already been warned by sirens or through the electronic media; if not, the dispatcher will sound the sirens as needed.

#### B. Operations - Actual Disaster

1. The first priority after a disaster has struck is lifesaving activities and the subsequent preservation of property. First Responders will proceed to the scene of the disaster or staging area as soon as possible. Initial requests for Field Operations assistance will be channeled through the Communications Center.
2. After the initial response, the Emergency Operations Center (EOC) will likely be activated to provide a site for local officials and other designated personnel to implement direction and provide coordination between Field Operations and the EOC.
3. Other agencies and groups not defined as First Responders may be asked to provide additional disaster services as the City begins the process of recovery.
4. All responders in the field and officials at the EOC must maintain contact with each other to effectively coordinate response/recovery from the demands of the emergency.

#### C. Operations - Departmental Responsibilities

The City of La Vista has defined responsibilities for providing assistance to individuals suffering injury and/or loss and for providing government emergency services after a disaster. Disaster operations can encompass three areas:

## 1. Field Operations

- a. First Responders will provide the initial response to a disaster.
- b. These First Responders will use an Incident Command System, (NIMS). A member of one of the First Responder emergency units will provide the initial Incident Commander. This will be determined by the nature of the disaster. Incident Command may be handed off to another agency as disaster priorities change.
- c. Because of the scope of the disaster, First Responders may incur additional responsibilities as defined in Section IV of this plan.
- d. When the EOC is activated, field operations will coordinate with the EOC; although the EOC will not dictate field actions, final authority for major decisions in response/recovery operations is the responsibility of the elected officials at the EOC.

## 2. Emergency Operations Center (EOC)

The Emergency Operations Center will be activated to coordinate disaster response and recovery with Field Operations.

- a. Staffing will be determined by the severity of the situation.
- b. The EOC is located at the Fire Hall at 8110 Park View Blvd. The Alternate EOC is located at the City Hall at 8116 Park View Blvd. These locations provide communications capability, auxiliary power, and ample space with support equipment for disaster operations.

## 3. Additional Disaster Services

Other agencies and groups may be asked for assistance after the initial response to the disaster. The Field Command or the EOC Staff may request these services.

## D. Field Operations and the EOC

Both the field responders and the EOC staff must interface during disaster operations so response efforts are channeled for the quickest, most effective recovery for the City of La Vista.

1. Communications Capabilities: when Field Operations establish a command post, the EOC will maintain contact with Field Operations.

2. EOC Briefings: Response and recovery efforts will be planned at daily EOC briefings. Each City Department or agency working the disaster may be required to send a representative to report activities in their area.
3. Security of the Disaster Area.
  - a. Security may be needed at all the highway points leading into La Vista. The Nebraska State Patrol can help with security.
  - b. Roadblocks: County and state roads departments can help with barricades. The Incident Commander or Law Enforcement will contact the Communications Center to request these resources from the County Roads Department and/or the State Road Department for assistance.
  - c. Identification cards for access to the disaster area will be issued in La Vista and Sarpy County. ID cards are needed not only for local officials, but also for volunteers, the media, even residents when the disaster area has been secured. The Sarpy County Emergency Management will distribute identification cards from the EOC or at the disaster access points.

#### E. Operations - Administration

Under the direction of the Mayor/City Administrator, the City Clerk and the Purchasing Officer will purchase or rent needed supplies, materials, and equipment for disaster operations. All agreements and contracts on a temporary basis will be recorded in the City Clerk's Office. Contracting for permanent repairs and/or new construction of public facilities will follow established, routine procedures. All labor, equipment, and material expenditures for the disaster will be submitted to and documented by the City Clerk.

## IV. FIELD OPERATIONS

### A. Primary Field Operational Control for the Disaster

1. All City of La Vista Departments will become familiar with an Incident Command System per HSPD-5, NIMS. This Incident Command System (NIMS) will be used to ensure one point of contact for field coordination.
2. The Incident Commander may select staging area(s) if needed. The Incident Commander will inform the EOC of the location(s) of the staging area(s).

B. Responsibilities List for Field Operations

1. In preparing this plan, La Vista government officials have assigned responsibilities for disaster response and recovery. These responsibilities address an "all-hazards" approach; therefore, all activities listed for each department may not need to be applied to every disaster. However, the list is not all-inclusive; at the direction of either the Department Supervisor or the City Administrator city personnel may be requested to perform other disaster duties.
2. The task assignments for each City Department are written in general terms and purposely do not tell supervisors how to do their jobs. Each Department should develop guidelines for their specific operations in a disaster situation.

C. Police Department - Police Chief (LEOP - Annex H)

1. Among the First Responders to the disaster scene.
2. Implements the Incident Command System.
3. Assesses communications capability as a priority action.
4. Notifies off-duty Police Department personnel and, if required, other law enforcement agencies for assistance. See Annex H, Attachment 1 for a listing of Law Enforcement Resources.
5. If needed, in conjunction with the Fire Department, warns residents and businesses by public address systems, knocking on doors, or other means.
6. Conducts any evacuation as required; including coordination with Emergency Management to select the best evacuation routes to the selected shelter.
7. Implements established procedures for roadblock locations to isolate La Vista if total isolation of the City is necessary.
8. Warns the public to evacuate by public address system or door-to-door if time does not allow emergency information to be released through the Public Information Officer; the Fire Department may assist in contacting those affected.
9. Coordinates with the EOC for special needs transportation out of the area being evacuated.
10. Coordinates with the EOC in selecting assembly points and exercises surveillance over the assembly points being used for loading buses used for evacuation.

11. Assesses and determines the immediate needs for cleared routes to the hospital and coordinates with the EOC.
12. Coordinates traffic control and crowd control in and around the disaster area.
13. Coordinates with the Street Department for barricades, signs, and flags at control points as established by the Police Department. This will also be coordinated with the EOC.
14. Conducts search and rescue operations with Fire Department personnel.
15. Assesses the need for other City Departments to respond, contacts the Superintendents of Departments and reports this to the EOC.
16. May request opening the EOC for assistance in coordinating disaster response.
17. If the Police Station is damaged, the alternate location for operations can be La Vista City Hall.
18. May initially advise the EOC of area affected and gives general damage information.
19. Refers inquiries from the general public regarding the disaster or the whereabouts of an individual to the EOC.
20. Sends a representative to the briefings at the EOC; informs the EOC/City Administrator/Mayor of any problems.
21. Secures the disaster area:
  - a. To include critical public facilities and residences
  - b. Checks volunteer ID cards
  - c. Checks permanent ID cards of City personnel
  - d. Firmly controls EOC security from any interference with emergency operations
22. Prevents looting in disaster area.
23. Prevents re-entry into damaged or contaminated buildings.
24. Provides security at shelters, if needed.

25. Provides security for visiting dignitaries.
26. Notifies the EOC of possible flooding problems.
27. Picks up stray animals or implements other animal control measures using volunteers, veterinarians or animal control officers.
28. Provides volunteer inmate labor.
29. Deputizes additional personnel, as required.
30. Continues with police responsibilities and services in unaffected areas.
31. Designates and maintains the lines of succession in the absence of the Police Chief.

D. Communications Center – Sarpy County Communications Center  
(LEOP - Annex B)

1. Maintains a current call-down roster of phones and pagers for key city personnel and others such as the hospital, care centers, schools, and businesses.
2. Provides warning through sirens; if the endangered area is isolated, telephones residents and/or businesses.
3. Monitors and disseminates further watches and/or warnings or advisories.
4. After the initial request for first response, makes the necessary notifications to include notifying the City Administrator, Mayor, and Emergency Management.
5. Coordinates emergency radio traffic.
6. May request additional assistance through the EOC.

E. Fire Department - Fire Chief (LEOP - Annex F)

1. Among the First Responders to disaster scene.
2. Assumes the operational control for fire suppression and explosions.
3. If properly trained, serve as a hazardous materials responder; provides measures to minimize dangers from hazardous materials.

4. Provides radiological monitoring at radiological accidents, including the necessary coordination with Nebraska Health and Human Services System Regulation and Licensure and the Nebraska Emergency Management Agency.
5. Implements the Incident Command System per NIMS.
6. May request opening the EOC for assistance in coordinating disaster response.
7. Coordinates with Police Department in search and rescue operations.
8. Assists the Police Department in evacuation efforts.
9. Assists the Police Department in warning by public address system or door-to-door.
10. Assists the Police Department in crowd control/security of the disaster area.
11. Assesses need for other City Departments to respond and contacts the Department Superintendent(s); reports this to the EOC.
12. Implements mutual aid agreements with other jurisdictions, as needed.
13. Coordinates the staging area with the EOC.
14. Provides back-up equipment for water pumping.
15. Assists in safety inspections to assure the integrity of a structure before permitting re-occupancy.
16. Sends a representative to briefings at the EOC; informs the EOC/City Administrator/Mayor of any problems.
17. Refers inquiries from the general public regarding the disaster or the whereabouts of an individual, to the EOC.
18. Continues fire suppression operations.
19. Establishes and maintains the lines of succession in the absence of the Fire Chief.

F. Emergency Medical Services - Rescue Chief (LEOP - Annex G)

1. May be among the First Responders at the disaster scene.

2. Implements the Incident Command System per NIMS.
3. Conducts triage operations, if needed.
4. Operates emergency medical units to provide emergency treatment to injured personnel at the scene.
5. Transports injured to the hospital; checks with Police Department\EOC for open routes to hospital.
6. Implements mutual aid agreements with other jurisdictions as necessary, allowing hospital staff to stay at their facility to receive injured.
7. Sends a representative to briefings at the EOC and informs the EOC/City Administrator/Mayor of any problems.
8. Continues emergency medical services for the remainder of the City.
9. Establishes and maintains the lines of succession.

G. Public Works/Utilities (LEOP - Annex K)

The Public Works/Utilities Department includes these departments: Street, City Electric, Water/Waste Water, Parks and Recreation. If a staging area for the Public Works/Utilities function is established, it will be coordinated with the EOC.

1. Street Department - Superintendent
  - a. The call to respond to the disaster will initially come from dispatch at the Police Communications Center. The Superintendent will coordinate with the City Administrator on disaster work assignments.
  - b. The first priority after a disaster is to clear debris from the routes needed for First Responders; then clearing the arterials and collectors.
  - c. Assesses the damage to streets and reports the damage to the EOC; systematically clears the streets as prioritized at the EOC briefings with input from the City Administrator/Mayor, Police Department, and other affected City Departments.
  - d. Closes streets, if requested by Police Department, by transporting and erecting barricades, signs, and flags at control points established by the Police Department.
  - e. Posts traffic directional signs, as needed, particularly for evacuation.



- f. Clears debris from public areas, but only from private property as is necessary for the rescue or safety of the occupants.
  - g. Performs priority repairs to streets.
  - h. Repairs storm sewers.
  - i. Provides emergency repair and maintenance of vehicles and equipment during disaster operations.
  - j. During flooding conditions, coordinates sandbagging operations for public buildings/entities.
  - k. Assists the City Administrator/Mayor in meeting requirements for the disposal of disaster debris. Responsibilities for landfill operations are listed under City Administrator.
  - l. Establishes additional temporary tree burning areas, as needed.
  - m. If not being utilized, furnishes heavy equipment and personnel to other City Departments.
  - n. Sends a representative to the briefings at the EOC; informs the EOC/City Administrator/Mayor of any problems.
2. Electric – Public Works
- a. Omaha Public Power District (OPPD) provides power for and maintains the electrical distribution system in La Vista. Public Works employees discovering an outage shall notify OPPD of that outage.
  - b. The first employee reporting will survey the sub-stations; survey overall damage to see if outside assistance will be required and will alert the City Administrator if mutual aid is needed.
  - c. De-energizes downed power lines.
  - d. Restores service as prioritized.
  - e. Coordinates with the City Administrator/Mayor and supplier in finding a temporary source of electricity should the City need it to restore utility service.
  - f. Keep the City Administrator/Mayor and supplier informed of the current situation and when service may be restored.

- g. Sends representative to briefings at the EOC; inform the EOC/City Administrator/Mayor of any problems.
  - h. Safety inspects the electric systems on damaged public buildings; coordinates with the building inspector on these inspections.
  - i. Provides emergency lighting where needed for disaster operations.
  - j. Coordinates the use of emergency power generators with the EOC.
  - k. If not being utilized, furnishes heavy equipment and personnel to other City Departments.
- 3. Water and Wastewater – Metropolitan Utilities District (MUD) provides water and sewage services and maintains the potable water delivery system.
  - a. Can assess each house individually.
  - b. Maintain water pressure and uncontaminated water supply.
  - c. Where possible, ensures an adequate water supply to the fire hydrants in case of major fire.
  - d. Is prepared to isolate the water system where there is a possibility of contamination from a hazardous materials spill.
  - e. Repairs the water tower and/or mains, as prioritized; isolates ruptured or damaged mains until repairs can be made.
  - f. Coordinates water testing with the State Health and Human Services System.
  - g. Provides potable emergency water supply.
    - 1) Locates suitable containers; fills with uncontaminated water.
    - 2) Distributes to points as coordinated by the EOC; is aware of prioritized facilities needing water such as the hospital or care facilities.
  - h. Safety inspects the water system.
  - i. If the disaster is a major water contamination, the line of succession for direction and control is: Mayor, Council President, City Administrator, Emergency Program Manager, and Public Works Superintendent.

#### 4. Public Works

- a. Maintains the sanitary sewer operations.
- b. Is prepared to isolate in-flow if the incident involves a hazardous materials spill into the waste system.
- c. Safety inspects the wastewater system if damaged from the disaster.
- d. Contracts for portable toilets and for their maintenance.
- e. If not being utilized, may be required to furnish equipment and personnel to other City Departments, such as vehicles to Police Department.
- f. Sends one person to EOC briefings to represent both Divisions; informs the EOC/City Administrator/Mayor of any problems.

#### 5. Parks and Recreation Department - Director

- a. Surveys damage to parks.
- b. Reports to the City Administrator/Mayor for disaster work assignment.
- c. If not being utilized, furnishes equipment/personnel to other City Departments; will primarily assist Street Department.
- d. Will attend or be represented at EOC briefings; informs the EOC/City Administrator/Mayor of any problems in disaster clean-up/repair.
- e. Provides recreational equipment that may be used in the shelters for evacuees.

#### 6. Landfill Operation

The City Administrator/Mayor will primarily be responsible for coordinating disposal of disaster debris and will work with the Street Department in accomplishing this function. The following may be some of the requirements for disaster operations:

- a. Meet the demand for greater disposal operations by:
  - 1) Requesting an extension of hours as needed for debris disposal.
  - 2) Requesting signs or guides in the landfill area to organize disposal efforts.

- b. Obtain permission for normally unauthorized items (to the extent possible) at the landfill; find alternatives for disposal of unauthorized items.
- c. Maintain a "salvage depot" for unclaimed damaged property which is removed from public or private property.
- d. In coordination with other affected City Departments and the EOC, establish temporary site(s) for debris disposal/storage.
- e. Will establish an additional temporary tree-burning area, if a "permitted" burn site in La Vista is not adequate.

V. EMERGENCY OPERATIONS CENTER

A. Mayor/City Council (LEOP - Annex A)

Responsibilities of the Mayor and City Council during disaster operations may include, but are not limited to:

- 1. Making executive decisions; establish policy needed to effectively respond to the disaster.
- 2. Exercising emergency powers; provide policy decisions.
- 3. Signing the Disaster Declaration.
- 4. Exercising the final authority on subjects such as:
  - a. Curfews
  - b. Price restrictions
  - c. Standards for contractors, craftsmen
  - d. Temporary waivers for land use
  - e. Other related legal responsibilities
  - f. Evacuation decisions
- 5. Approving emergency legislation for the city.
- 6. Activating the EOC; notifying the Emergency Manager

## 7. Emergency Public Information (LEOP - Annex D)

- a. The Mayor will ensure that the public is given timely and accurate information through the Public Information Officer (PIO).
- b. The Mayor will designate a PIO at the time of the disaster if one is not appointed.
- c. The PIO will establish an Information Center to:
  - 1) Release emergency directions and information to radio, television and newspaper.
  - 2) Work with outside media sources, providing timely, accurate information at scheduled media briefings or as the situation dictates.
  - 3) Maintains liaison with the EOC and with Field Operations in order to stay abreast of current information.
  - 4) Serves as the source through which the media will gain access to public officials, if required.
  - 5) Provides current and accurate information to the general public making inquiries.

## B. City Administrator

The City Administrator is the administrative head of La Vista city government and works under the direction of the Mayor who has final authority for all City Departments. The City Administrator has been delegated responsibility by the Mayor and Council to coordinate with Emergency Management in providing the direction and control function for disaster operations. The responsibilities of the City Administrator may include, but are not limited to:

1. Coordinating with the Mayor/City Council members and the Emergency Management during disaster operations.
2. The City Administrator will be alerted of a disaster situation by the dispatcher or Emergency Management; normally, the City Administrator will, in turn, call the Mayor.
3. Activating the EOC.
4. Reporting to the EOC to monitor the disaster incident through situation reports and data coming into the EOC; visiting the various areas of the disaster, as necessary.

5. In conjunction with the Emergency Management, determining EOC staffing.
6. Providing over-all coordination of all City Departments and purchasing for handling the disaster effort.
7. In conjunction with needs of Field Operations and Emergency Management:
  - a. Recruiting any city personnel not involved in disaster response who could assist in emergency duties.
  - b. Forming a clerical pool and provide any other support personnel needed to staff the EOC - may include recording disaster events, maintaining status boards, typing, answering inquiries, telephoning, etc.
8. Maintaining current inventory and resource list of emergency equipment and supplies.
9. Coordinating citywide resources that may be used in disaster response/recovery.
10. Coordinating with the City Attorney on any legal emergency matters.
11. Responding to official inquiries.
12. If a number of public buildings and/or streets have been affected by the disaster, assisting in prioritizing the return to service.
13. Coordinating with the Building Inspector in recovery and rebuilding efforts.
14. Ensuring the Building Inspector, acting as Damage Assessment Coordinator, has designated someone to document damage through photographs should there later be an application for state or federal assistance.
15. Designating appropriate staff to photograph debris piles before disposal.
16. In conjunction with the Clerk, ensuring that the City Clerk documents expenses for the disaster.
17. Assisting Emergency Management in determining the location(s) for the distribution of potable water and requesting the Water Department to provide potable water to the public; then through the Public Information Officer, notifying the public of the availability and location(s) of water.
18. Working with the Emergency Management in providing liaison with local contractors, businesses, and industries to obtain the needed heavy

equipment and operators, supplies, or specialized personnel as required in the disaster situation.

19. Advising disaster victims of temporary emergency housing.
20. Establishing a point of contact for cash donations from the community for disaster victims/efforts and establishing guidelines in distributing the money.
21. Maintaining a "salvage depot" for unclaimed items.

### C. Emergency Management

The Sarpy County Emergency Manager or designee will act as a disaster operations advisor to the Mayor and City Council. In performing the direction and control function for coordinating disaster operations, the Emergency Management will work closely with the La Vista City Administrator. Disaster operations duties for Emergency Management may include, but are not limited to:

1. Being responsible for readiness of the EOC to include an adequate communications system, status/ICS boards, maps, office supplies and equipment, printed logs and forms, alternate power or an alternate location.
2. Activating the EOC (normally called by the Dispatcher from the Police Department); assume overall coordination of emergency operations of disaster response/recovery.
3. In conjunction with the City Administrator, determining who is needed on the EOC Staff.
4. Maintaining a current call-down list of EOC Staff with an established procedure for calling in the Staff.
5. Coordinating additional communications support, such as amateur radio operators, staff to take calls for "rumor control", etc.
6. Tracking and recording disaster events on a status board or flip chart; plotting areas of destruction on maps; staff from the City Clerk will be assigned this function.
7. Conducting EOC briefing(s) to coordinate disaster response/recovery efforts; determine with executives how often Briefings are needed.

8. Coordinating with the City Departments as well as local businesses, private groups, volunteers, and adjacent jurisdictions called for mutual aid and with Sarpy County government if the situation dictates.
9. Requesting the Public Information Officer to provide emergency information to the public concerning an evacuation.
10. Coordinating transportation that may be required for evacuation.
11. Advising in the selection of assembly points for transportation.
12. Coordinating shelter operations with the American Red Cross.
13. Recommending that the Mayor/Council declare an emergency; preparing the Disaster Declaration for the signature of the Mayor and the witness of the Clerk.
14. Coordinating with the City Attorney on any legal emergency matters.
15. Coordinating with the ARC/Social Services/Area Agency on Aging on disaster needs of individuals to provide necessary outreach services and assistance in recovery.
16. Coordinating staging areas with Field Operations.
17. Disseminating Identification cards for:
  - a. Emergency workers
  - b. Volunteers
  - c. Disaster area residents
  - d. Appointed/elected officials
18. Coordinating with the City Administrator in determining potable water distribution locations; assuring that the public is notified concerning the availability and location of water.
19. Working with the City Administrator in providing liaison with local contractors, businesses and industry to obtain the needed heavy equipment and operators, supplies, or specialized personnel as required.
20. Making formal requests to the next higher levels of government for assistance if the disaster response is beyond the capability of the City.



21. Providing training for personnel who will respond to a disaster.
22. Reviewing and updating this Plan for the City of La Vista, annually.

D. City Attorney

1. Provides emergency legal counsel to city officials on subjects such as:
  - a. Curfews
  - b. Price restrictions
  - c. Standards for contractors, craftsmen to ensure disaster victims are not further victims of unscrupulous practices
  - d. Temporary waivers for land use
  - e. Other related legal duties
2. Drafts emergency legislation for the city.
3. Provides assistance in negotiating contracts for emergency services.

E. Building Inspector (LEOP - Annex C)

1. Coordinates the damage assessment of:
  - a. Public entities
  - b. Homes
  - c. Businesses
2. In compiling information, defines the property appraisals/values and insurance coverage as well as damage sustained.
3. Works with the American Red Cross damage assessment team to assure all homes have been surveyed for damage.
4. In conjunction with the City Administrator, assures someone is designated to photograph and record public and private damage should there be an application for state or federal assistance.
5. Compiles all damage assessment reports into a summary document for use by the EOC Staff.

6. Assures that safety inspections are conducted for public and private buildings and issues temporary occupancy permits for temporary housing.
7. Prepares demolition orders for all unsafe structures and provides assistance in the coordination of the demolition work.
8. Assures that rebuilding is in compliance with the City's master development plan.
9. Coordinates first with local contractors/lumber yards to restore damaged public facilities.
10. Coordinates with the City Administrator in establishing a point of contact for insurance adjusters and the influx of builders and repairmen.
11. With the approval of the City Administrator, contracts for needed structural engineering services.
12. Coordinates, as necessary, with Public Works on the safety inspections of the electric systems on damaged public buildings.
13. Ensures that all incoming contractors register through the Building Inspector's office.

F. City Clerk/Treasurer

1. Witnesses the Disaster Declaration
2. Tracks and documents all expenses for the disaster operations from each City Department to include:
  - a. Labor (regular and overtime)
  - b. Equipment
  - c. Materials (to include parts and supplies used from the City's inventory)
3. Coordinates with the Purchasing Officer in assigning (at the time of the disaster) an account number for emergency expenditures.
4. Provides financial statistics and summaries for the cost of the disaster, when requested.
5. In conjunction with the City Administrator, prepares the necessary documentation required for state and federal disaster assistance applications.

6. In initial disaster response, may assist at the Communications Center.
  7. Provides staff for the EOC to track and record disaster events.
- G. Purchasing Officer
1. Makes emergency purchases, as required.
  2. When the Mayor declares a disaster, implements the policy that delegates authority to department superintendents to purchase or lease emergency supplies and/or equipment.
  3. Coordinates with the City Clerk in assigning department superintendents an account number for emergency expenditures.

**CITY  
OF  
PAPILLION**

**OPERATIONS  
PLAN**

**FOR  
DISASTER  
RESPONSE  
AND  
RECOVERY**

**2005**

**CITY OF PAPILLION  
EMERGENCY PLAN**

## TABLE OF CONTENTS

<u>Subject</u>	<u>Page</u>
I. Purpose	1
II. Planning Factors	1
III. Basic Disaster Operations	2
IV. Field Operations - First Responders	5
Police Department	5
Sarpy County Communications Center	7
Fire Department	8
Emergency Medical Services	9
Public Works/Utilities	9
Street Department	9
Electric Department	10
Water Division	11
Wastewater Division	12
Parks and Recreation Department	12
Landfill	13
V. Emergency Operations Center	13
Mayor/City Council	13
City Administrator	15
Emergency Management	16
City Attorney	18
Building Inspector	19
City Clerk/Treasurer	20
Purchasing Officer	20

## **EMERGENCY OPERATIONS PLAN FOR THE CITY OF PAPILLION**

### **I. PURPOSE**

- A. The Emergency Preparedness Mission for the City of Papillion is to ensure the coordination of city departments and personnel to effectively respond to and recover from a natural or manmade disaster so that the maximum number of people and the greatest amount of property in jeopardy from a disaster can be saved and order restored as soon as possible.
- B. This plan identifies the primary disaster responsibilities of city departments and personnel employed by the City of Papillion. This plan is intended to supplement the Sarpy County Local Emergency Operations Plan (LEOP); functions found in this plan are also discussed in the LEOP.
- C. It is in the best interest of the City of Papillion that the named key officials meet at least once a year to review these guidelines to determine that they are current.

### **II. PLANNING FACTORS**

#### **A. All-Hazards Approach**

This Plan uses an "all-hazards" approach that provides general direction for responding to any type of disaster across a full spectrum of hazards. Papillion is susceptible to a number of hazards.

#### **B. Vulnerable Populations**

There are populations at risk in Papillion. These will require special considerations in warning, evacuation, and other areas of disaster response.

#### **C. Primary Responsibility for Disaster Response and Recovery**

- 1. The primary responsibility for the welfare of Papillion residents during a disaster rests with the Mayor and the City Council. The Mayor will be responsible for the coordination of disaster operations as well as executive decisions necessary to provide an effective response/recovery to the disaster.

2. In the absence of the Mayor, the established line of succession is:

- a. President of the City Council
- b. City Administrator
- c. Police Chief

### III. BASIC DISASTER OPERATIONS

#### A. Operations - Warning Phase

- 1. When alerted of a disaster situation, the Sarpy County Communications Center of the will begin notification of those on their emergency notification list.
- 2. The public may have already been warned by sirens or through the electronic media; if not, the dispatcher will sound the sirens as needed.

#### B. Operations - Actual Disaster

- 1. The first priority after a disaster has struck is lifesaving activities and the subsequent preservation of property. First Responders will proceed to the scene of the disaster or staging area as soon as possible. Initial requests for Field Operations assistance will be channeled through the Communications Center.
- 2. After the initial response, the Emergency Operations Center (EOC) will likely be activated to provide a site for local officials and other designated personnel to implement direction and provide coordination between Field Operations and the EOC.
- 3. Other agencies and groups not defined as First Responders may be asked to provide additional disaster services as the City begins recovery.
- 4. All responders in the field and officials at the EOC must maintain contact with each other to effectively coordinate response/recovery from the demands of the emergency.

#### C. Operations - Departmental Responsibilities

The City of Papillion has defined responsibilities for providing assistance to individuals suffering injury and/or loss and for providing government emergency services after a disaster. Disaster operations can encompass three areas:

## 1. Field Operations

- a. First Responders will provide the initial response to a disaster.
- b. These First Responders will use an Incident Command System. A member of one of the First Responder emergency units will provide the initial Incident Commander. This will be determined by the nature of the disaster. Incident Command may be handed off to another agency as disaster priorities change.
- c. Because of the scope of the disaster, First Responders may incur additional responsibilities as defined in Section IV of this plan.
- d. When the EOC is activated, field operations will coordinate with the EOC; although the EOC will not dictate field actions, final authority for major decisions in response/recovery operations is the responsibility of the elected officials at the EOC.

## 2. Emergency Operations Center (EOC)

The Emergency Operations Center will be activated to coordinate disaster response and recovery with Field Operations.

- a. Staffing will be determined by the severity of the situation.
- b. The EOC is located at the Sarpy County Court House at 1210 Golden Gate Dr. The Alternate EOC is located at the Fire Hall at 146 North Adams. These locations provide communications capability, auxiliary power, and ample space with support equipment for disaster operations.

## 3. Additional Disaster Services

Other agencies and groups may be asked for assistance after the initial response to the disaster. The Field Command or the EOC Staff may request these services.

## D. Field Operations and the EOC

Both the field responders and the EOC staff must interface during disaster operations so response efforts are channeled for the quickest, most effective recovery for the City of Papillion.

1. Communications Capabilities: when Field Operations establish a command post, the EOC will maintain contact with Field Operations.



2. EOC Briefings: Response and recovery efforts will be planned at daily EOC briefings. Each City Department or agency working the disaster may be required to send a representative to report activities in their area.
3. Security of the Disaster Area.
  - a. Security may be needed at all the highway points leading into Papillion. The Nebraska State Patrol can help with security.
  - b. Roadblocks: County and state roads departments can help with barricades. The Incident Commander or Law Enforcement will contact the Communications Center to request these resources from the County Roads Department and/or the State Road Department for assistance.
  - c. Identification cards for access to the disaster area will be issued in Papillion and Sarpy County. ID cards are needed not only for local officials, but also for volunteers, the media, even residents when the disaster area has been secured. The Sarpy County Emergency Program Manager will distribute identification cards from the EOC or at the disaster access points.

Under the direction of the Mayor/City Administrator, the City Clerk/Treasurer and the Purchasing Officer will purchase or rent needed supplies, materials, and equipment for disaster operations. All agreements and contracts on a temporary basis will be recorded in the City Clerk's/Treasurer's Office. Contracting for permanent repairs and/or new construction of public facilities will follow established, routine procedures. All labor, equipment, and material expenditures for the disaster will be submitted to and documented by the City Clerk/Treasurer.

#### IV. FIELD OPERATIONS

##### A. Primary Field Operational Control for the Disaster

1. All City of Papillion Departments will become familiar with an Incident Command System per HSPD-5, NIMS. This Incident Command System will be used to ensure one point of contact for field coordination.
2. The Incident Commander may select staging area(s) if needed. The Incident Commander will inform the EOC of the location(s) of the staging area(s).

##### B. Responsibilities List for Field Operations

1. In preparing this plan, Papillion government officials have assigned responsibilities for disaster response and recovery. These responsibilities

address an "all-hazards" approach; therefore, all activities listed for each department may not need to be applied to every disaster. However, the list is not all-inclusive; at the direction of either the Department Supervisor or the City Administrator (Mayor, if no City Administrator) city personnel may be requested to perform other disaster duties.

2. The task assignments for each City Department are written in general terms and purposely do not tell supervisors how to do their jobs. Each Department should develop guidelines for their specific operations in a disaster situation.

C. Police Department - Police Chief (LEOP - Annex H)

1. Among the First Responders to the disaster scene.
2. Implements the Incident Command System.
3. Assesses communications capability as a priority action.
4. Notifies off-duty Police Department personnel and, if required, other law enforcement agencies for assistance. See Annex H, Attachment 1 for a listing of Law Enforcement Resources.
5. If needed, in conjunction with the Fire Department, warns residents and businesses by public address systems, knocking on doors, or other means.
6. Conducts any evacuation as required; including coordination with Emergency Management to select the best evacuation routes to the selected shelter.
7. Implements established procedures for roadblock locations to isolate Papillion if total isolation of the City is necessary.
8. Warns the public to evacuate by public address system or door-to-door if time does not allow emergency information to be released through the Public Information Officer; the Fire Department may assist in contacting those affected.
9. Coordinates with the EOC for special needs transportation out of the area being evacuated.
10. Coordinates with the EOC in selecting assembly points and exercises surveillance over the assembly points being used for loading buses used for evacuation.
11. Assesses and determines the immediate needs for cleared routes to the hospital and coordinates with the EOC.

12. Coordinates traffic control and crowd control in and around the disaster area.
13. Coordinates with the Street Department for barricades, signs, and flags at control points as established by the Police Department. This will also be coordinated with the EOC.
14. Conducts search and rescue operations with Fire Department personnel.
15. Assesses the need for other City Departments to respond, contacts the Superintendents of Departments and reports this to the EOC.
16. May request opening the EOC for assistance in coordinating disaster response.
17. If the Police Station is damaged, the alternate location for operations can be Papillion City Hall.
18. May initially advise the EOC of area affected and gives general damage information.
19. Refers inquiries from the general public regarding the disaster or the whereabouts of an individual to the EOC.
20. Sends a representative to the briefings at the EOC; informs the EOC/City Administrator/Mayor of any problems.
21. Secures the disaster area:
  - a. To include critical public facilities and residences
  - b. Checks volunteer ID cards
  - c. Checks permanent ID cards of City personnel
  - d. Firmly controls EOC security from any interference with emergency operations
22. Prevents looting in disaster area.
23. Prevents re-entry into damaged or contaminated buildings.
24. Provides security at shelters, if needed.
25. Provides security for visiting dignitaries.

26. Notifies the EOC of possible flooding problems.
27. Coordinates with the Douglas County Humane Society to pick up stray animals or implement other animal control measures using volunteers, veterinarians or animal control officers.
28. Provides volunteer inmate labor.
29. Deputizes additional personnel, as required.
30. Continues with police responsibilities and services in unaffected areas.
31. Designates and maintains the lines of succession in the absence of the Police Chief.

D. Sarpy County Communications Center (LEOP - Annex B)

1. Maintains a current call-down roster of phones and pagers for key city personnel and others such as the hospital, care centers, schools, and businesses.
2. Provides warning through sirens; if the endangered area is isolated, telephones residents and/or businesses.
3. Monitors and disseminates further watches and/or warnings or advisories.
4. After the initial request for first response, makes the necessary notifications to include notifying the City Administrator, Mayor, and Emergency Management Director.
5. Coordinates emergency radio traffic.
6. May request additional assistance through the EOC.

E. Fire Department - Fire Chief (LEOP - Annex F)

1. Among the First Responders to disaster scene.
2. Assumes the operational control for fire suppression and explosions.
3. If properly trained, serve as a hazardous materials responder; provides measures to minimize dangers from hazardous materials.
4. Provides radiological monitoring at radiological accidents, including the necessary coordination with Nebraska Health and Human Services System

Regulation and Licensure and the Nebraska Emergency Management Agency.

5. Implements the Incident Command System per NIMS.
6. May request opening the EOC for assistance in coordinating disaster response.
7. Coordinates with Police Department in search and rescue operations.
8. Assists the Police Department in evacuation efforts.
9. Assists the Police Department in warning by public address system or door-to-door.
10. Assists the Police Department in crowd control/security of the disaster area.
11. Assesses need for other City Departments to respond and contacts the Department Superintendent(s); reports this to the EOC.
12. Implements mutual aid agreements with other jurisdictions, as needed.
13. Coordinates the staging area with the EOC.
14. Provides back-up equipment for water pumping.
15. Assists in safety inspections to assure the integrity of a structure before permitting re-occupancy.
16. Sends a representative to briefings at the EOC; informs the EOC/City Administrator/Mayor of any problems.
17. Refers inquiries from the general public regarding the disaster or the whereabouts of an individual, to the EOC.
18. Continues fire suppression operations.
19. Establishes and maintains the lines of succession in the absence of the Fire Chief.

F. Emergency Medical Services - Rescue Chief (LEOP - Annex G)

1. May be among the First Responders at the disaster scene.
2. Implements the Incident Command System per NIMS.

3. Conducts triage operations, if needed.
4. Operates emergency medical units to provide emergency treatment to injured personnel at the scene.
5. Transports injured to the hospital; checks with Police Department\EOC for open routes to hospital.
6. Implements mutual aid agreements with other jurisdictions as necessary, allowing hospital staff to stay at their facility to receive injured.
7. Sends a representative to briefings at the EOC and informs the EOC/City Administrator/Mayor of any problems.
8. Continues emergency medical services for the remainder of the City.
9. Establishes and maintains the lines of succession.

G. Public Works/Utilities (LEOP - Annex K)

The Public Works/Utilities Department includes these departments: Street, City Electric, Water/Waste Water, Parks and Recreation. If a staging area for the Public Works/Utilities function is established, it will be coordinated with the EOC.

1. Street Department - Superintendent
  - a. The call to respond to the disaster will initially come from dispatch at the Police Communications Center. The Superintendent will coordinate with the City Administrator on disaster work assignments.
  - b. The first priority after a disaster is to clear debris from the routes needed for First Responders; then clearing the arterials and collectors.
  - c. Assesses the damage to streets and reports the damage to the EOC; systematically clears the streets as prioritized at the EOC briefings with input from the City Administrator/Mayor, Police Department, and other affected City Departments.
  - d. Closes streets, if requested by Police Department, by transporting and erecting barricades, signs, and flags at control points established by the Police Department.
  - e. Posts traffic directional signs, as needed, particularly for evacuation.

- f. Clears debris from public areas, but only from private property as is necessary for the rescue or safety of the occupants.
  - g. Performs priority repairs to streets.
  - h. Repairs storm sewers.
  - i. Provides emergency repair and maintenance of vehicles and equipment during disaster operations.
  - j. During flooding conditions, coordinates sandbagging operations for public buildings/entities.
  - k. Assists the City Administrator/Mayor in meeting requirements for the disposal of disaster debris. Responsibilities for landfill operations are listed under City Administrator.
  - l. Establishes additional temporary tree burning areas, as needed.
  - m. If not being utilized, furnishes heavy equipment and personnel to other City Departments.
  - n. Sends a representative to the briefings at the EOC; informs the EOC/City Administrator/Mayor of any problems.
2. City Electric Department - Superintendent
- a. All department employees will report to the Street and Electric Shop for vehicles and mobile communications.
  - b. The first employee reporting will survey the sub-stations; survey overall damage to see if outside assistance will be required and will alert the City Administrator if mutual aid is needed.
  - c. De-energizes downed power
  - d. Coordinates with the City Administrator/Mayor and supplier in finding a temporary source of electricity should the City need it to restore utility service.
  - e. Keeps the City Administrator/Mayor and supplier informed of the current situation and when service may be restored.
  - f. Sends representative to briefings at the EOC; inform the EOC/City Administrator/Mayor of any problems.

- g. Safety inspects the electric systems on damaged public buildings; coordinates with the building inspector on these inspections.
- h. Provides emergency lighting where needed for disaster operations.
- i. Coordinates the use of emergency power generators with the EOC.
- j. If not being utilized, furnishes heavy equipment and personnel to other City Departments.

3. Water and Wastewater Department - Superintendent

Water Division

- a. Can assess each house individually.
- b. Maintain water pressure and uncontaminated water supply.
- c. Where possible, ensures an adequate water supply to the fire hydrants in case of major fire.
- d. Is prepared to isolate the water system where there is a possibility of contamination from a hazardous materials spill.
- e. Repairs the water tower and/or mains, as prioritized; isolates ruptured or damaged mains until repairs can be made.
- f. Coordinates water testing with the State Health and Human Services System.
- g. Provides potable emergency water supply.
  - 1) Locates suitable containers; fills with uncontaminated water.
  - 2) Distributes to points as coordinated by the EOC; is aware of prioritized facilities needing water such as the hospital or care facilities.
- h. Safety inspects the water system.
- i. If the disaster is a major water contamination, the line of succession for direction and control is: Mayor, Council President, City Administrator, Emergency Program Manager, and Water/Wastewater Department Superintendent.



### Wastewater Division

- a. Maintains the sanitary sewer operations.
- b. Is prepared to isolate in-flow if the incident involves a hazardous materials spill into the waste system.
- c. Safety inspects the wastewater system if damaged from the disaster.
- d. Contracts for portable toilets and for their maintenance.

### Both Water and Wastewater Divisions

- a. If not being utilized, may be required to furnish equipment and personnel to other City Departments, such as vehicles to Police Department.
- b. Sends one person to EOC briefings to represent both Divisions; informs the EOC/City Administrator/Mayor of any problems.

### 4. Parks and Recreation Department - Director

- a. Surveys damage to parks.
- b. Reports to the City Administrator/Mayor for disaster work assignment.
- c. If not being utilized, furnishes equipment/personnel to other City Departments; will primarily assist Street Department.
- d. Will attend or be represented at EOC briefings; informs the EOC/City Administrator/Mayor of any problems in disaster clean-up/repair.
- e. Provides recreational equipment that may be used in the shelters for evacuees.

### 5. Landfill Operation

The City Administrator/Mayor will primarily be responsible for coordinating disposal of disaster debris and will work with the Street Department in accomplishing this function. The following may be some of the requirements for disaster operations:

- a. Meet the demand for greater disposal operations by:
  - 1) Requesting an extension of hours as needed for debris disposal.

- 2) Requesting signs or guides in the landfill area to organize disposal efforts.
- b. Obtain permission for normally unauthorized items (to the extent possible) at the landfill; find alternatives for disposal of unauthorized items.
- c. Maintain a "salvage depot" for unclaimed damaged property which is removed from public or private property.
- d. In coordination with other affected City Departments and the EOC, establish temporary site(s) for debris disposal/storage.
- e. Will establish an additional temporary tree-burning area, if a "permitted" burn site in Papillion is not adequate.

#### V. EMERGENCY OPERATIONS CENTER

##### A. Mayor/City Council (LEOP - Annex A)

Responsibilities of the Mayor and City Council during disaster operations may include, but are not limited to:

1. Making executive decisions; establish policy needed to effectively respond to the disaster.
2. Exercising emergency powers; provide policy decisions.
3. Signing the Disaster Declaration.
4. Exercising the final authority on subjects such as:
  - a. Curfews
  - b. Price restrictions
  - c. Standards for contractors, craftsmen
  - d. Temporary waivers for land use
  - e. Other related legal responsibilities
  - f. Evacuation decisions

5. Approving emergency legislation for the city.
6. Activating the EOC; notifying the Emergency Manager
7. Emergency Public Information (LEOP - Annex D)
  - a. The Mayor will ensure that the public is given timely and accurate information through the Public Information Officer (PIO).
  - b. The Mayor will designate a PIO at the time of the disaster if one is not appointed.
  - c. The PIO will establish an Information Center to:
    - 1) Release emergency directions and information to radio, television and newspaper.
    - 2) Work with outside media sources, providing timely, accurate information at scheduled media briefings or as the situation dictates.
    - 3) Maintains liaison with the EOC and with Field Operations in order to stay abreast of current information.
    - 4) Serves as the source through which the media will gain access to public officials, if required.
    - 5) Provides current and accurate information to the general public making inquiries.

#### B. City Administrator

The City Administrator is the administrative head of Papillion city government and works under the direction of the Mayor who has final authority for all City Departments. The City Administrator has been delegated responsibility by the Mayor and Council to coordinate with Emergency Management in providing the direction and control function for disaster operations. The responsibilities of the City Administrator may include, but are not limited to:

1. Coordinating with the Mayor/City Council members and the Emergency Program Manager during disaster operations.
2. The City Administrator will be alerted of a disaster situation by the dispatcher or Emergency Program Manager; normally, the City Administrator will, in turn, call the Mayor.

3. Activating the EOC.
4. Reporting to the EOC to monitor the disaster incident through situation reports and data coming into the EOC; visiting the various areas of the disaster, as necessary.
5. In conjunction with the Emergency Program Manager, determining EOC staffing.
6. Providing over-all coordination of all City Departments and purchasing for handling the disaster effort.
7. In conjunction with needs of Field Operations and Emergency Management:
  - a. Recruiting any city personnel not involved in disaster response who could assist in emergency duties.
  - b. Forming a clerical pool and provide any other support personnel needed to staff the EOC - may include recording disaster events, maintaining status boards, typing, answering inquiries, telephoning, etc.
8. Maintaining current inventory and resource list of emergency equipment and supplies.
9. Coordinating citywide resources that may be used in disaster response/recovery.
10. Coordinating with the City Attorney on any legal emergency matters.
11. Responding to official inquiries.
12. If a number of public buildings and/or streets have been affected by the disaster, assisting in prioritizing the return to service.
13. Coordinating with the Building Inspector in recovery and rebuilding efforts.
14. Ensuring the Building Inspector, acting as Damage Assessment Coordinator, has designated someone to document damage through photographs should there later be an application for state or federal assistance.
15. Designating appropriate staff to photograph debris piles before disposal.
16. In conjunction with the Clerk/Treasurer, ensuring that the City Clerk/Treasurer documents expenses for the disaster.

17. Assisting Emergency Program Manager in determining the location(s) for the distribution of potable water and requesting the Water Department to provide potable water to the public; then through the Public Information Officer, notifying the public of the availability and location(s) of water.
18. Working with the Emergency Program Manager in providing liaison with local contractors, businesses, and industries to obtain the needed heavy equipment and operators, supplies, or specialized personnel as required in the disaster situation.
19. Advising disaster victims of temporary emergency housing.
20. Establishing a point of contact for cash donations from the community for disaster victims/efforts and establishing guidelines in distributing the money.
21. Maintaining a "salvage depot" for unclaimed items.

#### C. Emergency Management

The Sarpy County Emergency Manager or designee will act as a disaster operations advisor to the Mayor and City Council. In performing the direction and control function for coordinating disaster operations, the Emergency Management will work closely with the Papillion City Administrator. Disaster operations duties for Emergency Management may include, but are not limited to:

1. Being responsible for readiness of the EOC to include an adequate communications system, status/ICS boards, maps, office supplies and equipment, printed logs and forms, alternate power or an alternate location.
2. Activating the EOC (normally called by the Dispatcher from the Police Department); assume overall coordination of emergency operations of disaster response/recovery.
3. In conjunction with the City Administrator, determining who is needed on the EOC Staff.
4. Maintaining a current call-down list of EOC Staff with an established procedure for calling in the Staff.
5. Coordinating additional communications support, such as amateur radio operators, staff to take calls for "rumor control", etc.

6. Tracking and recording disaster events on a status board or flip chart; plotting areas of destruction on maps; staff from the City Clerk/Treasurer's will be assigned this function.
7. Conducting EOC briefing(s) to coordinate disaster response/recovery efforts; determine with executives how often Briefings are needed.
8. Coordinating with the City Departments as well as local businesses, private groups, volunteers, and adjacent jurisdictions called for mutual aid, and with Sarpy County government if the situation dictates.
9. Requesting the Public Information Officer to provide emergency information to the public concerning an evacuation.
10. Coordinating transportation that may be required for evacuation.
11. Advising in the selection of assembly points for transportation.
12. Coordinating shelter operations with the American Red Cross.
13. Recommending that the Mayor/Council declare an emergency; preparing the Disaster Declaration for the signature of the Mayor and the witness of the Clerk.
14. Coordinating with the City Attorney on any legal emergency matters.
15. Coordinating with the ARC/Social Services/Area Agency on Aging on disaster needs of individuals to provide necessary outreach services and assistance in recovery.
16. Coordinating staging areas with Field Operations.
17. Disseminating Identification cards for:
  - a. Emergency workers
  - b. Volunteers
  - c. Disaster area residents
  - d. Appointed/elected officials
18. Coordinating with the City Administrator in determining potable water distribution locations; assuring that the public is notified concerning the availability and location of water.

19. Working with the City Administrator in providing liaison with local contractors, businesses and industry to obtain the needed heavy equipment and operators, supplies, or specialized personnel as required.
20. Making formal requests to the next higher levels of government for assistance if the disaster response is beyond the capability of the City.
21. Providing training for personnel who will respond to a disaster.
22. Reviewing and updating this Plan for the City of Papillion, annually.

D. City Attorney

1. Provides emergency legal counsel to city officials on subjects such as:
  - a. Curfews
  - b. Price restrictions
  - c. Standards for contractors, craftsmen to ensure disaster victims are not further victims of unscrupulous practices
  - d. Temporary waivers for land use
  - e. Other related legal duties
2. Drafts emergency legislation for the city.
3. Provides assistance in negotiating contracts for emergency services.

E. Building Inspector (LEOP - Annex C)

1. Coordinates the damage assessment of:
  - a. Public entities
  - b. Homes
  - c. Businesses
2. In compiling information, defines the property appraisals/values and insurance coverage as well as damage sustained.

3. Works with the American Red Cross damage assessment team to assure all homes have been surveyed for damage.
4. In conjunction with the City Administrator, assures someone is designated to photograph and record public and private damage should there be an application for state or federal assistance.
5. Compiles all damage assessment reports into a summary document for use by the EOC Staff.
6. Assures that safety inspections are conducted for public and private buildings and issues temporary occupancy permits for temporary housing.
7. Prepares demolition orders for all unsafe structures and provides assistance in the coordination of the demolition work.
8. Assures that rebuilding is in compliance with the City's master development plan.
9. Coordinates first with local contractors/lumber yards to restore damaged public facilities.
10. Coordinates with the City Administrator in establishing a point of contact for insurance adjusters and the influx of builders and repairmen.
11. With the approval of the City Administrator, contracts for needed structural engineering services.
12. Coordinates, as necessary, with the City Electric Superintendent on the safety inspections of the electric systems on damaged public buildings.
13. Ensures that all incoming contractors register through the Building Inspector's office.

F. City Clerk/Treasurer

1. Witnesses the Disaster Declaration
2. Tracks and documents all expenses for the disaster operations from each City Department to include:
  - a. Labor (regular and overtime)
  - b. Equipment



c. Materials (to include parts and supplies used from the City's inventory)

3. Coordinates with the Purchasing Officer in assigning (at the time of the disaster) an account number for emergency expenditures.
4. Provides financial statistics and summaries for the cost of the disaster, when requested.
5. In conjunction with the City Administrator, prepares the necessary documentation required for state and federal disaster assistance applications.
6. In initial disaster response, may assist at the Communications Center.
7. Provides staff for the EOC to track and record disaster events.

G. Purchasing Officer

1. Makes emergency purchases, as required.
2. When the Mayor declares a disaster, implements the policy that delegates authority to department superintendents to purchase or lease emergency supplies and/or equipment.
3. Coordinates with the City Clerk/Treasurer in assigning department superintendents an account number for emergency expenditures.

**CITY  
OF  
GRETNA**

**OPERATIONS  
PLAN**

**FOR  
DISASTER  
RESPONSE  
AND  
RECOVERY**

**2005**

**CITY OF GRETNA  
EMERGENCY PLAN**

## TABLE OF CONTENTS

<u>Subject</u>	<u>Page</u>
I. Purpose	1
II. Planning Factors	1
III. Basic Disaster Operations	2
IV. Field Operations - First Responders	4
Law Enforcement	5
Sarpy County Communications Center	7
Fire Department	7
Emergency Medical Services	9
Public Works/Utilities	9
Street Department	9
Water Division	10
Wastewater Division	11
Parks and Recreation Department	11
Landfill	12
V. Emergency Operations Center	12
Mayor/City Council	12
Emergency Management	16
City Attorney	18
Building Inspector	18
City Clerk/Treasurer	19
Purchasing Officer	20

## **EMERGENCY OPERATIONS PLAN FOR THE CITY OF GRETNA**

### **I. PURPOSE**

- A. The Emergency Preparedness Mission for the City of Gretna is to ensure the coordination of city departments and personnel to effectively respond to and recover from a natural or manmade disaster so that the maximum number of people and the greatest amount of property in jeopardy from a disaster can be saved and order restored as soon as possible.
- B. This plan identifies the primary disaster responsibilities of city departments and personnel employed by the City of Gretna. This plan is intended to supplement the Sarpy County Local Emergency Operations Plan (LEOP); functions found in this plan are also discussed in the LEOP.
- C. It is in the best interest of the City of Gretna that the named key officials meet at least once a year to review these guidelines to determine that they are current.

### **II. PLANNING FACTORS**

#### **A. All-Hazards Approach**

This Plan uses an "all-hazards" approach that provides general direction for responding to any type of disaster across a full spectrum of hazards. Gretna is susceptible to a number of hazards.

#### **B. Vulnerable Populations**

There are populations at risk in Gretna. These will require special considerations in warning, evacuation, and other areas of disaster response.

#### **C. Primary Responsibility for Disaster Response and Recovery**

- 1. The primary responsibility for the welfare of Gretna residents during a disaster rests with the Mayor and the City Council. The Mayor will be responsible for the coordination of disaster operations as well as executive decisions necessary to provide an effective response/recovery to the disaster.

2. In the absence of the Mayor, the established line of succession is:

- a. President of the City Council
- b. Most senior member of the City Council

### III. BASIC DISASTER OPERATIONS

#### A. Operations - Warning Phase

1. When alerted of a disaster situation, the Sarpy County Communications Center of the will begin notification of those on their emergency notification list.
2. The public may have already been warned by sirens or through the electronic media; if not, the dispatcher will sound the sirens as needed.

#### B. Operations - Actual Disaster

1. The first priority after a disaster has struck is lifesaving activities and the subsequent preservation of property. First Responders will proceed to the scene of the disaster or staging area as soon as possible. Initial requests for Field Operations assistance will be channeled through the Communications Center.
2. After the initial response, the Emergency Operations Center (EOC) will likely be activated to provide a site for local officials and other designated personnel to implement direction and provide coordination between Field Operations and the EOC.
3. Other agencies and groups not defined as First Responders may be asked to provide additional disaster services as the City begins the process of recovery.
4. All responders in the field and officials at the EOC must maintain contact with each other to effectively coordinate response/recovery from the demands of the emergency.

#### C. Operations - Departmental Responsibilities

The City of Gretna has defined responsibilities for providing assistance to individuals suffering injury and/or loss and for providing government emergency services after a disaster. Disaster operations can encompass three areas:

## 1. Field Operations

- a. First Responders will provide the initial response to a disaster.
- b. These First Responders will use an Incident Command System (NIMS). A member of one of the First Responder emergency units will provide the initial Incident Commander. This will be determined by the nature of the disaster. Incident Command may be handed off to another agency as disaster priorities change.
- c. Because of the scope of the disaster, First Responders may incur additional responsibilities as defined in Section IV of this plan.
- d. When the EOC is activated, field operations will coordinate with the EOC; although the EOC will not dictate field actions, final authority for major decisions in response/recovery operations is the responsibility of the elected officials at the EOC.

## 2. Emergency Operations Center (EOC)

The Emergency Operations Center will be activated to coordinate disaster response and recovery with Field Operations.

- a. Staffing will be determined by the severity of the situation.
- b. The EOC is located at City Hall at 210 North McKenna Street. This location provides communications capability, auxiliary power, and ample space with support equipment for disaster operations.

## 3. Additional Disaster Services

Other agencies and groups may be asked for assistance after the initial response to the disaster. The Field Command or the EOC Staff may request these services.

## D. Field Operations and the EOC

Both the field responders and the EOC staff must interface during disaster operations so response efforts are channeled for the quickest, most effective recovery for the City of Gretna.

1. Communications Capabilities: when Field Operations establish a command post, the EOC will maintain contact with Field Operations.

2. EOC Briefings: Response and recovery efforts will be planned at daily EOC briefings. Each City Department or agency working the disaster may be required to send a representative to report activities in their area.
3. Security of the Disaster Area.
  - a. Security may be needed at all the highway points leading into Gretna. The Nebraska State Patrol can help with security.
  - b. Roadblocks: County and state roads departments can help with barricades. The Incident Commander or Law Enforcement will contact the Communications Center to request these resources from the County Roads Department and/or the State Road Department for assistance.
  - c. Identification cards for access to the disaster area will be issued in Gretna and Sarpy County. ID cards are needed not only for local officials, but also for volunteers, the media, even residents when the disaster area has been secured. The Sarpy County Emergency Program Manager will distribute identification cards from the EOC or at the disaster access points.

#### E. Operations - Administration

Under the direction of the Mayor, the City Clerk/Treasurer and the Purchasing Officer will purchase or rent needed supplies, materials, and equipment for disaster operations. All agreements and contracts on a temporary basis will be recorded in the City Clerk's/Treasurer's Office. Contracting for permanent repairs and/or new construction of public facilities will follow established, routine procedures. All labor, equipment, and material expenditures for the disaster will be submitted to and documented by the City Clerk/Treasurer.

## IV. FIELD OPERATIONS

### A. Primary Field Operational Control for the Disaster

1. All City of Gretna Departments will become familiar with an Incident Command System per HSPD-5, NIMS. This Incident Command System will be used to ensure one point of contact for field coordination.
2. The Incident Commander may select staging area(s) if needed. The Incident Commander will inform the EOC of the location(s) of the staging area(s).

B. Responsibilities List for Field Operations

1. In preparing this plan, Gretna government officials have assigned responsibilities for disaster response and recovery. These responsibilities address an "all-hazards" approach; therefore, all activities listed for each department may not need to be applied to every disaster. However, the list is not all-inclusive; at the direction of either the Department Supervisor or the Mayor city personnel may be requested to perform other disaster duties.
2. The task assignments for each City Department are written in general terms and purposely do not tell supervisors how to do their jobs. Each Department should develop guidelines for their specific operations in a disaster situation.

C. Law Enforcement - Sarpy County Sheriff (LEOP - Annex H)

1. Among the First Responders to the disaster scene.
2. Implements the Incident Command System.
3. Assesses communications capability as a priority action.
4. Notifies off-duty law enforcement personnel and, if required, other law enforcement agencies for assistance. See Annex H, Attachment 1 for a listing of Law Enforcement Resources.
5. If needed, in conjunction with the Fire Department, warns residents and businesses by public address systems, knocking on doors, or other means.
6. Conducts any evacuation as required; including coordination with Emergency Management to select the best evacuation routes to the selected shelter.
7. Implements established procedures for roadblock locations to isolate Gretna if total isolation of the City is necessary.
8. Warns the public to evacuate by public address system or door-to-door if time does not allow emergency information to be released through the Public Information Officer; the Fire Department may assist in contacting those affected.
9. Coordinates with the EOC for special needs transportation out of the area being evacuated.
10. Coordinates with the EOC in selecting assembly points and exercises surveillance over the assembly points being used for loading buses used for evacuation.



11. Assesses and determines the immediate needs for cleared routes to the hospital and coordinates with the EOC.
12. Coordinates traffic control and crowd control in and around the disaster area.
13. Coordinates with the Street Department for barricades, signs, and flags at control points as established by law enforcement. This will also be coordinated with the EOC.
14. Conducts search and rescue operations with Fire Department personnel.
15. Assesses the need for other City Departments to respond, contacts the Superintendents of Departments and reports this to the EOC.
16. May request opening the EOC for assistance in coordinating disaster response.
17. If the Sarpy County Law Enforcement is damaged, the alternate location for operations can be the Sarpy County Juvenile Justice Center.
18. May initially advise the EOC of area affected and gives general damage information.
19. Refers inquiries from the general public regarding the disaster or the whereabouts of an individual to the EOC.
20. Sends a representative to the briefings at the EOC; informs the EOC/Mayor of any problems.
21. Secures the disaster area:
  - a. To include critical public facilities and residences
  - b. Checks volunteer ID cards
  - c. Checks permanent ID cards of City personnel
  - d. Firmly controls EOC security from any interference with emergency operations
22. Prevents looting in disaster area.
23. Prevents re-entry into damaged or contaminated buildings.
24. Provides security at shelters, if needed.

25. Provides security for visiting dignitaries.
26. Notifies the EOC of possible flooding problems.
27. In cooperation with the Douglas County Humane Shelter, picks up stray animals or implements other animal control measures using volunteers, veterinarians or animal control officers.
28. Provides volunteer inmate labor.
29. Deputizes additional personnel, as required.
30. Continues with law enforcement responsibilities and services in unaffected areas.
31. Designates and maintains the lines of succession in the absence of the Sheriff.

D. Sarpy County Communications Center (LEOP - Annex B)

1. Maintains a current call-down roster of phones and pagers for key city personnel and others such as the hospital, care centers, schools, and businesses.
2. Provides warning through sirens; if the endangered area is isolated, telephones residents and/or businesses.
3. Monitors and disseminates further watches and/or warnings or advisories.
4. After the initial request for first response, makes the necessary notifications to include notifying the Mayor, and Emergency Program Manager.
5. Coordinates emergency radio traffic.
6. May request additional assistance through the EOC.

E. Fire Department - Fire Chief (LEOP - Annex F)

1. Among the First Responders to disaster scene.
2. Assumes the operational control for fire suppression and explosions.
3. If properly trained, serve as a hazardous materials responder; provides measures to minimize dangers from hazardous materials.

4. Provides radiological monitoring at radiological accidents, including the necessary coordination with Nebraska Health and Human Services System Regulation and Licensure and the Nebraska Emergency Management Agency.
5. Implements the Incident Command System per NIMS.
6. May request opening the EOC for assistance in coordinating disaster response.
7. Coordinates with law enforcement in search and rescue operations.
8. Assists law enforcement in evacuation efforts.
9. Assists law enforcement in warning by public address system or door-to-door.
10. Assists law enforcement in crowd control/security of the disaster area.
11. Assesses need for other City Departments to respond and contacts the Department Superintendent(s); reports this to the EOC.
12. Implements mutual aid agreements with other jurisdictions, as needed.
13. Coordinates the staging area with the EOC.
14. Provides back-up equipment for water pumping.
15. Assists in safety inspections to assure the integrity of a structure before permitting re-occupancy.
16. Sends a representative to briefings at the EOC; informs the EOC/Mayor of any problems.
17. Refers inquiries from the general public regarding the disaster or the whereabouts of an individual, to the EOC.
18. Continues fire suppression operations.
19. Establishes and maintains the lines of succession in the absence of the Fire Chief.

F. Emergency Medical Services - Rescue Chief (LEOP - Annex G)

1. May be among the First Responders at the disaster scene.
2. Implements the Incident Command System per NIMS.
3. Conducts triage operations, if needed.
4. Operates emergency medical units to provide emergency treatment to injured personnel at the scene.
5. Transports injured to the hospital; checks with law enforcement \EOC for open routes to hospital.
6. Implements mutual aid agreements with other jurisdictions as necessary, allowing hospital staff to stay at their facility to receive injured.
7. Sends a representative to briefings at the EOC and informs the EOC/Mayor of any problems.
8. Continues emergency medical services for the remainder of the City.
9. Establishes and maintains the lines of succession.

G. Public Works/Utilities (LEOP - Annex K)

The Public Works/Utilities Department includes these departments: Street, City Electric, Water/Waste Water, Parks and Recreation. If a staging area for the Public Works/Utilities function is established, it will be coordinated with the EOC.

1. Street Department - Superintendent
  - a. The call to respond to the disaster will initially come from dispatch at the Sarpy County Communications Center. The Superintendent will coordinate with the Mayor on disaster work assignments.
  - b. The first priority after a disaster is to clear debris from the routes needed for First Responders; then clearing the arterials and collectors.
  - c. Assesses the damage to streets and reports the damage to the EOC; systematically clears the streets as prioritized at the EOC briefings with input from the Mayor, law enforcement, and other affected City Departments.

- d. Closes streets, if requested by law enforcement, by transporting and erecting barricades, signs, and flags at control points established by law enforcement.
  - e. Posts traffic directional signs, as needed, particularly for evacuation.
  - f. Clears debris from public areas, but only from private property as is necessary for the rescue or safety of the occupants.
  - g. Performs priority repairs to streets.
  - h. Repairs storm sewers.
  - i. Provides emergency repair and maintenance of vehicles and equipment during disaster operations.
  - j. During flooding conditions, coordinates sandbagging operations for public buildings/entities.
  - k. Assists the Mayor in meeting requirements for the disposal of disaster debris.
  - l. Establishes additional temporary tree burning areas, as needed.
  - m. If not being utilized, furnishes heavy equipment and personnel to other City Departments.
  - n. Sends a representative to the briefings at the EOC; informs the EOC/Mayor of any problems.
2. City Electric Department - Superintendent
- a. All department employees will report to the Street and Electric Shop for vehicles and mobile communications.
  - b. The first employee reporting will survey the sub-stations; survey overall damage to see if outside assistance will be required and will alert the City Administrator if mutual aid is needed.
  - c. De-energizes downed power
  - d. Coordinates with the City Administrator/Mayor and supplier in finding a temporary source of electricity should the City need it to restore utility service.

- e. Keeps the City Administrator/Mayor and supplier informed of the current situation and when service may be restored.
- f. Sends representative to briefings at the EOC; inform the EOC/City Administrator/Mayor of any problems.
- g. Safety inspects the electric systems on damaged public buildings; coordinates with the building inspector on these inspections.
- h. Provides emergency lighting where needed for disaster operations.
- i. Coordinates the use of emergency power generators with the EOC.
- j. If not being utilized, furnishes heavy equipment and personnel to other City Departments.

3. Water and Wastewater Department – Operational Supervisor

Water Division

- a. Can assess each house individually.
- b. Maintain water pressure and uncontaminated water supply.
- c. Where possible, ensures an adequate water supply to the fire hydrants in case of major fire.
- d. Is prepared to isolate the water system where there is a possibility of contamination from a hazardous materials spill.
- e. Repairs the water tower and/or mains, as prioritized; isolates ruptured or damaged mains until repairs can be made.
- f. Coordinates water testing with the State Health and Human Services System.
- g. Provides potable emergency water supply.
  - 1) Locates suitable containers; fills with uncontaminated water.
  - 2) Distributes to points as coordinated by the EOC; is aware of prioritized facilities needing water such as the hospital or care facilities.
- h. Safety inspects the water system.

- i. If the disaster is a major water contamination, the line of succession for direction and control is: Mayor, Council President, Emergency Program Manager, and Water/Wastewater Department Superintendent.

#### Wastewater Division

- a. Maintains the sanitary sewer operations.
- b. Is prepared to isolate in-flow if the incident involves a hazardous materials spill into the waste system.
- c. Safety inspects the wastewater system if damaged from the disaster.
- d. Contracts for portable toilets and for their maintenance.

#### Both Water and Wastewater Divisions

- a. If not being utilized, may be required to furnish equipment and personnel to other City Departments, such as vehicles to law enforcement.
- b. Sends one person to EOC briefings to represent both Divisions; informs the EOC/Mayor of any problems.

#### 4. Parks and Recreation Department - Operational Supervisor

- a. Surveys damage to parks.
- b. Reports to the Mayor for disaster work assignment.
- c. If not being utilized, furnishes equipment/personnel to other City Departments; will primarily assist Street Department.
- d. Will attend or be represented at EOC briefings; informs the EOC/Mayor of any problems in disaster clean-up/repair.
- e. Provides recreational equipment that may be used in the shelters for evacuees.

#### 5. Landfill Operation

The Mayor will primarily be responsible for coordinating disposal of disaster debris and will work with the Street Department in accomplishing this function. The following may be some of the requirements for disaster operations:

- a. Meet the demand for greater disposal operations by:
  - 1) Requesting an extension of hours as needed for debris disposal.
  - 2) Requesting signs or guides in the landfill area to organize disposal efforts.
- b. Obtain permission for normally unauthorized items (to the extent possible) at the landfill; find alternatives for disposal of unauthorized items.
- c. Maintain a "salvage depot" for unclaimed damaged property which is removed from public or private property.
- d. In coordination with other affected City Departments and the EOC, establish temporary site(s) for debris disposal/storage.
- e. Will establish an additional temporary tree-burning area, if a "permitted" burn site in Gretna is not adequate.

## V. EMERGENCY OPERATIONS CENTER

### A. Mayor/City Council (LEOP - Annex A)

Responsibilities of the Mayor and City Council during disaster operations may include, but are not limited to:

- 1. Making executive decisions; establish policy needed to effectively respond to the disaster.
- 2. Exercising emergency powers; provide policy decisions.
- 3. Signing the Disaster Declaration.
- 4. Exercising the final authority on subjects such as:
  - a. Curfews
  - b. Price restrictions
  - c. Standards for contractors, craftsmen
  - d. Temporary waivers for land use



- e. Other related legal responsibilities
- f. Evacuation decisions
- 5. Approving emergency legislation for the city.
- 6. Activating the EOC; notifying the Emergency Manager
- 7. Emergency Public Information (LEOP - Annex D)
  - a. The Mayor will ensure that the public is given timely and accurate information through the Public Information Officer (PIO).
  - b. The Mayor will designate a PIO at the time of the disaster if one is not appointed.
  - c. The PIO will establish an Information Center to:
    - 1) Release emergency directions and information to radio, television and newspaper.
    - 2) Work with outside media sources, providing timely, accurate information at scheduled media briefings or as the situation dictates.
    - 3) Maintains liaison with the EOC and with Field Operations in order to stay abreast of current information.
    - 4) Serves as the source through which the media will gain access to public officials, if required.
    - 5) Provides current and accurate information to the general public making inquiries.

B. Additional responsibilities of the Mayor's Office

The Mayor is the administrative head of Gretna city government and has final authority for all City Departments. The Mayor coordinates with Emergency Management in providing the direction and control function for disaster operations. The responsibilities may include, but are not limited to:

- 1. Coordinating with the City Council members and Emergency Management during disaster operations.
- 2. The Mayor will be alerted of a disaster situation by the dispatcher or Emergency Management.

3. Activating the EOC.
4. Reporting to the EOC to monitor the disaster incident through situation reports and data coming into the EOC; visiting the various areas of the disaster, as necessary.
5. In conjunction with Emergency Management, determining EOC staffing.
6. Providing over-all coordination of all City Departments and purchasing for handling the disaster effort.
7. In conjunction with needs of Field Operations and Emergency Management:
  - a. Recruiting any city personnel not involved in disaster response who could assist in emergency duties.
  - b. Forming a clerical pool and provide any other support personnel needed to staff the EOC - may include recording disaster events, maintaining status boards, typing, answering inquiries, telephoning, etc.
8. Maintaining current inventory and resource list of emergency equipment and supplies.
9. Coordinating citywide resources that may be used in disaster response/recovery.
10. Coordinating with the City Attorney on any legal emergency matters.
11. Responding to official inquiries.
12. If a number of public buildings and/or streets have been affected by the disaster, assisting in prioritizing the return to service.
13. Coordinating with the Building Inspector in recovery and rebuilding efforts.
14. Ensuring the Building Inspector, acting as Damage Assessment Coordinator, has designated someone to document damage through photographs should there later be an application for state or federal assistance.
15. Designating appropriate staff to photograph debris piles before disposal.
16. In conjunction with the Clerk/Treasurer, ensuring that the City Clerk/Treasurer documents expenses for the disaster.

17. Assisting Emergency Management in determining the location(s) for the distribution of potable water and requesting the Water Department to provide potable water to the public; then through the Public Information Officer, notifying the public of the availability and location(s) of water.
18. Working with the Emergency Management in providing liaison with local contractors, businesses, and industries to obtain the needed heavy equipment and operators, supplies, or specialized personnel as required in the disaster situation.
19. Advising disaster victims of temporary emergency housing.
20. Establishing a point of contact for cash donations from the community for disaster victims/efforts and establishing guidelines in distributing the money.
21. Maintaining a "salvage depot" for unclaimed items.

#### B. Emergency Management

The Sarpy County Emergency Management will act as a disaster operations advisor to the Mayor and City Council. In performing the direction and control function for coordinating disaster operations, the Emergency Manager or designee will work closely with the Gretna Mayor. Disaster operations duties for the Emergency Management may include, but are not limited to:

1. Being responsible for readiness of the EOC to include an adequate communications system, status/ICS boards, maps, office supplies and equipment, printed logs and forms, alternate power or an alternate location.
2. Activating the EOC and assuming overall coordination of emergency operations of disaster response/recovery.
3. In conjunction with the Mayor, determining who is needed on the EOC Staff.
4. Maintaining a current call-down list of EOC Staff with an established procedure for calling in the Staff.
5. Coordinating additional communications support, such as amateur radio operators, staff to take calls for "rumor control", etc.
6. Tracking and recording disaster events on a status board or flip chart; plotting areas of destruction on maps; staff from the City Clerk/Treasurer's will be assigned this function.
7. Conducting EOC briefing(s) to coordinate disaster response/recovery efforts; determine with executives how often briefings are needed.

8. Coordinating with the City Departments as well as local businesses, private groups, volunteers, and adjacent jurisdictions called for mutual aid, and with Sarpy County government if the situation dictates.
9. Requesting the Public Information Officer to provide emergency information to the public concerning an evacuation.
10. Coordinating transportation that may be required for evacuation.
11. Advising in the selection of assembly points for transportation.
12. Coordinating shelter operations with the American Red Cross.
13. Recommending that the Mayor/Council declare an emergency; preparing the Disaster Declaration for the signature of the Mayor and the witness of the Clerk.
14. Coordinating with the City Attorney on any legal emergency matters.
15. Coordinating with the ARC/Social Services/Area Agency on Aging on disaster needs of individuals to provide necessary outreach services and assistance in recovery.
16. Coordinating staging areas with Field Operations.
17. Disseminating Identification cards for:
  - a. Emergency workers
  - b. Volunteers
  - c. Disaster area residents
  - d. Appointed/elected officials
18. Coordinating with the Mayor in determining potable water distribution locations; assuring that the public is notified concerning the availability and location of water.
19. Working with the Mayor in providing liaison with local contractors, businesses and industry to obtain the needed heavy equipment and operators, supplies, or specialized personnel as required.
20. Making formal requests to the next higher levels of government for assistance if the disaster response is beyond the capability of the City.

21. Providing training for personnel who will respond to a disaster.
22. Reviewing and updating this Plan for the City of Gretna, annually.

D. City Attorney

1. Provides emergency legal counsel to city officials on subjects such as:
  - a. Curfews
  - b. Price restrictions
  - c. Standards for contractors, craftsmen to ensure disaster victims are not further victims of unscrupulous practices
  - d. Temporary waivers for land use
  - e. Other related legal duties
2. Drafts emergency legislation for the city.
3. Provides assistance in negotiating contracts for emergency services.

E. Building Inspector (LEOP - Annex C)

1. Coordinates the damage assessment of:
  - a. Public entities
  - b. Homes
  - c. Businesses
2. In compiling information, defines the property appraisals/values and insurance coverage as well as damage sustained.
3. Works with the American Red Cross damage assessment team to assure all homes have been surveyed for damage.
4. In conjunction with the Mayor, assures someone is designated to photograph and record public and private damage should there be an application for state or federal assistance.
5. Compiles all damage assessment reports into a summary document for use by the EOC Staff.

6. Assures that safety inspections are conducted for public and private buildings and issues temporary occupancy permits for temporary housing.
7. Prepares demolition orders for all unsafe structures and provides assistance in the coordination of the demolition work.
8. Assures that rebuilding is in compliance with the City's master development plan.
9. Coordinates first with local contractors/lumber yards to restore damaged public facilities.
10. Coordinates with the Mayor in establishing a point of contact for insurance adjusters and the influx of builders and repairmen.
11. With the approval of the Mayor, contracts for needed structural engineering services.
12. Coordinates, as necessary, with the City Electric Superintendent on the safety inspections of the electric systems on damaged public buildings.
13. Ensures that all incoming contractors register through the Building Inspector's office.

F. City Clerk/Treasurer

1. Witnesses the Disaster Declaration
2. Tracks and documents all expenses for the disaster operations from each City Department to include:
  - a. Labor (regular and overtime)
  - b. Equipment
  - c. Materials (to include parts and supplies used from the City's inventory)
3. Coordinates with the Purchasing Officer in assigning (at the time of the disaster) an account number for emergency expenditures.
4. Provides financial statistics and summaries for the cost of the disaster, when requested.
5. In conjunction with the Mayor, prepares the necessary documentation required for state and federal disaster assistance applications.

6. In initial disaster response, may assist at the Communications Center.
  7. Provides staff for the EOC to track and record disaster events.
- G. Purchasing Officer
1. Makes emergency purchases, as required.
  2. When the Mayor declares a disaster, implements the policy that delegates authority to department superintendents to purchase or lease emergency supplies and/or equipment.
  3. Coordinates with the City Clerk/Treasurer in assigning department superintendents an account number for emergency expenditures.

**CITY  
OF  
SPRINGFIELD**

**OPERATIONS  
PLAN**

**FOR  
DISASTER  
RESPONSE  
AND  
RECOVERY**

**2005**



**CITY OF SPRINGFIELD  
EMERGENCY PLAN**

## TABLE OF CONTENTS

<u>Subject</u>	<u>Page</u>
I. Purpose	1
II. Planning Factors	1
III. Basic Disaster Operations	2
IV. Field Operations - First Responders	4
Law Enforcement	5
Sarpy County Communications Center	7
Fire Department	7
Emergency Medical Services	8
Public Works/Utilities	9
Street Department	9
Electric Department	10
Water Division	11
Wastewater Division	12
Parks and Recreation Department	12
Landfill	12
V. Emergency Operations Center	13
Mayor/City Council	13
City Administrator	14
Emergency Management	16
City Attorney	18
Building Inspector	18
City Clerk/Treasurer	19
Purchasing Officer	20

## **EMERGENCY OPERATIONS PLAN FOR THE CITY OF SPRINGFIELD**

### **I. PURPOSE**

- A. The Emergency Preparedness Mission for the City of Springfield is to ensure the coordination of city departments and personnel to effectively respond to and recover from a natural or manmade disaster so that the maximum number of people and the greatest amount of property in jeopardy from a disaster can be saved and order restored as soon as possible.
- B. This plan identifies the primary disaster responsibilities of city departments and personnel employed by the City of Springfield. This plan is intended to supplement the Sarpy County Local Emergency Operations Plan (LEOP); functions found in this plan are also discussed in the LEOP.
- C. It is in the best interest of the City of Springfield that the named key officials meet at least once a year to review these guidelines to determine that they are current.

### **II. PLANNING FACTORS**

#### **A. All-Hazards Approach**

This Plan uses an "all-hazards" approach that provides general direction for responding to any type of disaster across a full spectrum of hazards. Springfield is susceptible to a number of hazards.

#### **B. Vulnerable Populations**

There are populations at risk in Springfield. These will require special considerations in warning, evacuation, and other areas of disaster response.

#### **C. Primary Responsibility for Disaster Response and Recovery**

- 1. The primary responsibility for the welfare of Springfield residents during a disaster rests with the Mayor and the City Council. The Mayor will be responsible for the coordination of disaster operations as well as executive decisions necessary to provide an effective response/recovery to the disaster.

2. In the absence of the Mayor, the established line of succession is:

- a. President of the City Council
- b. Most senior member of the City Council

### III. BASIC DISASTER OPERATIONS

#### A. Operations - Warning Phase

- 1. When alerted of a disaster situation, the Sarpy County Communications Center will begin notification of those on their emergency notification list.
- 2. The public may have already been warned by sirens or through the electronic media; if not, the dispatcher will sound the sirens as needed.

#### B. Operations - Actual Disaster

- 1. The first priority after a disaster has struck is lifesaving activities and the subsequent preservation of property. First Responders will proceed to the scene of the disaster or staging area as soon as possible. Initial requests for Field Operations assistance will be channeled through the Communications Center.
- 2. After the initial response, the Emergency Operations Center (EOC) will likely be activated to provide a site for local officials and other designated personnel to implement direction and provide coordination between Field Operations and the EOC.
- 3. Other agencies and groups not defined as First Responders may be asked to provide additional disaster services as the City begins the process of recovery.
- 4. All responders in the field and officials at the EOC must maintain contact with each other to effectively coordinate response/recovery from the demands of the emergency.

#### C. Operations - Departmental Responsibilities

The City of Springfield has defined responsibilities for providing assistance to individuals suffering injury and/or loss and for providing government emergency services after a disaster. Disaster operations can encompass three areas:

## 1. Field Operations

- a. First Responders will provide the initial response to a disaster.
- b. These First Responders will use an Incident Command System. A member of one of the First Responder emergency units will provide the initial Incident Commander. This will be determined by the nature of the disaster. Incident Command may be handed off to another agency as disaster priorities change.
- c. Because of the scope of the disaster, First Responders may incur additional responsibilities as defined in Section IV of this plan.
- d. When the EOC is activated, field operations will coordinate with the EOC; although the EOC will not dictate field actions, final authority for major decisions in response/recovery operations is the responsibility of the elected officials at the EOC.

## 2. Emergency Operations Center (EOC)

The Emergency Operations Center will be activated to coordinate disaster response and recovery with Field Operations.

- a. Staffing will be determined by the severity of the situation.
- b. The EOC is located at the Fire Hall at 170 North 3<sup>rd</sup> Street. This location provides communications capability, auxiliary power, and ample space with support equipment for disaster operations.

## 3. Additional Disaster Services

Other agencies and groups may be asked for assistance after the initial response to the disaster. The Field Command or the EOC Staff may request these services.

## D. Field Operations and the EOC

Both the field responders and the EOC staff must interface during disaster operations so response efforts are channeled for the quickest, most effective recovery for the City of Springfield.

1. Communications Capabilities: when Field Operations establish a command post, the EOC will maintain contact with Field Operations.

2. EOC Briefings: Response and recovery efforts will be planned at daily EOC briefings. Each City Department or agency working the disaster may be required to send a representative to report activities in their area.
3. Security of the Disaster Area.
  - a. Security may be needed at all the highway points leading into Springfield. The Nebraska State Patrol can help with security.
  - b. Roadblocks: City/County and State Roads Departments can help with barricades. The Incident Commander or Law Enforcement will contact the Communications Center to request these resources from the County Roads Department and/or the State Road Department for assistance.
  - c. Identification cards for access to the disaster area will be issued in Springfield and Sarpy County. ID cards are needed not only for local officials, but also for volunteers, the media, even residents when the disaster area has been secured. The Sarpy County Emergency Management will distribute identification cards from the EOC or at the disaster access points.

#### E. Operations - Administration

Under the direction of the Mayor, the City Clerk/Treasurer and the Purchasing Officer will purchase or rent needed supplies, materials, and equipment for disaster operations. All agreements and contracts on a temporary basis will be recorded in the City Clerk's/Treasurer's Office. Contracting for permanent repairs and/or new construction of public facilities will follow established, routine procedures. All labor, equipment, and material expenditures for the disaster will be submitted to and documented by the City Clerk/Treasurer.

## IV. FIELD OPERATIONS

### A. Primary Field Operational Control for the Disaster

1. All City of Springfield Departments will become familiar with an Incident Command System per HSPD-5, NIMS. This Incident Command System will be used to ensure one point of contact for field coordination.
2. The Incident Commander may select staging area(s) if needed. The Incident Commander will inform the EOC of the location(s) of the staging area(s).

**B. Responsibilities List for Field Operations**

1. In preparing this plan, Springfield government officials have assigned responsibilities for disaster response and recovery. These responsibilities address an "all-hazards" approach; therefore, all activities listed for each department may not need to be applied to every disaster. However, the list is not all-inclusive; at the direction of either the Department Supervisor or the Mayor city personnel may be requested to perform other disaster duties.
2. The task assignments for each City Department are written in general terms and purposely do not tell supervisors how to do their jobs. Each Department should develop guidelines for their specific operations in a disaster situation.

**C. Law Enforcement - Sarpy County Sheriff (LEOP - Annex H)**

1. Among the First Responders to the disaster scene.
2. Implements the Incident Command System.
3. Assesses communications capability as a priority action.
4. Notifies off-duty law enforcement personnel and, if required, other law enforcement agencies for assistance. See Annex H, Attachment 1 for a listing of Law Enforcement Resources.
5. If needed, in conjunction with the Fire Department, warns residents and businesses by public address systems, knocking on doors, or other means.
6. Conducts any evacuation as required; including coordination with Emergency Management to select the best evacuation routes to the selected shelter.
7. Implements established procedures for roadblock locations to isolate Springfield if total isolation of the City is necessary.
8. Warns the public to evacuate by public address system or door-to-door if time does not allow emergency information to be released through the Public Information Officer; the Fire Department may assist in contacting those affected.
9. Coordinates with the EOC for special needs transportation out of the area being evacuated.
10. Coordinates with the EOC in selecting assembly points and exercises surveillance over the assembly points being used for loading buses used for evacuation.

11. Assesses and determines the immediate needs for cleared routes to the hospital and coordinates with the EOC.
12. Coordinates traffic control and crowd control in and around the disaster area.
13. Coordinates with the Street Department for barricades, signs, and flags at control points as established by law enforcement. This will also be coordinated with the EOC.
14. Conducts search and rescue operations with Fire Department personnel.
15. Assesses the need for other City Departments to respond, contacts the Superintendents of Departments and reports this to the EOC.
16. May request opening the EOC for assistance in coordinating disaster response.
17. If the Sarpy County Law Enforcement is damaged, the alternate location for operations can be the Sarpy County Juvenile Justice Center.
18. May initially advise the EOC of area affected and gives general damage information.
19. Refers inquiries from the general public regarding the disaster or the whereabouts of an individual to the EOC.
20. Sends a representative to the briefings at the EOC; informs the EOC/City Administrator/Mayor of any problems.
21. Secures the disaster area:
  - a. To include critical public facilities and residences
  - b. Checks volunteer ID cards
  - c. Checks permanent ID cards of City personnel
  - d. Firmly controls EOC security from any interference with emergency operations
22. Prevents looting in disaster area.
23. Prevents re-entry into damaged or contaminated buildings.
24. Provides security at shelters, if needed.

25. Provides security for visiting dignitaries.
26. Notifies the EOC of possible flooding problems.
27. Cooperates with the Douglas County Humane Society to pick up stray animals or implement other animal control measures using volunteers, veterinarians or animal control officers.
28. Provides volunteer inmate labor.
29. Deputizes additional personnel, as required.
30. Continues with law enforcement responsibilities and services in unaffected areas.
31. Designates and maintains the lines of succession in the absence of the Sheriff.

D. Sarpy County Communications Center (LEOP - Annex B)

1. Maintains a current call-down roster of phones and pagers for key city personnel and others such as the hospital, care centers, schools, and businesses.
2. Provides warning through sirens; if the endangered area is isolated, telephones residents and/or businesses.
3. Monitors and disseminates further watches and/or warnings or advisories.
4. After the initial request for first response, makes the necessary notifications to include notifying the Mayor, and Emergency Program Manager.
5. Coordinates emergency radio traffic.
6. May request additional assistance through the EOC.

E. Fire Department - Fire Chief (LEOP - Annex F)

1. Among the First Responders to disaster scene.
2. Assumes the operational control for fire suppression and explosions.
3. If properly trained, serve as a hazardous materials responder; provides measures to minimize dangers from hazardous materials.



4. Provides radiological monitoring at radiological accidents, including the necessary coordination with Nebraska Health and Human Services System Regulation and Licensure and the Nebraska Emergency Management Agency.
5. Implements the Incident Command System per NIMS.
6. May request opening the EOC for assistance in coordinating disaster response.
7. Coordinates with law enforcement in search and rescue operations.
8. Assists law enforcement in evacuation efforts.
9. Assists law enforcement in warning by public address system or door-to-door.
10. Assists law enforcement in crowd control/security of the disaster area.
11. Assesses need for other City Departments to respond and contacts the Department Superintendent(s); reports this to the EOC.
12. Implements mutual aid agreements with other jurisdictions, as needed.
13. Coordinates the staging area with the EOC.
14. Provides back-up equipment for water pumping.
15. Assists in safety inspections to assure the integrity of a structure before permitting re-occupancy.
16. Sends a representative to briefings at the EOC; informs the EOC/City Administrator/Mayor of any problems.
17. Refers inquiries from the general public regarding the disaster or the whereabouts of an individual, to the EOC.
18. Continues fire suppression operations.
19. Establishes and maintains the lines of succession in the absence of the Fire Chief.

F. Emergency Medical Services - Rescue Chief (LEOP - Annex G)

1. May be among the First Responders at the disaster scene.

2. Implements the Incident Command System per NIMS.
3. Conducts triage operations, if needed.
4. Operates emergency medical units to provide emergency treatment to injured personnel at the scene.
5. Transports injured to the hospital; checks with law enforcement \EOC for open routes to hospital.
6. Implements mutual aid agreements with other jurisdictions as necessary, allowing hospital staff to stay at their facility to receive injured.
7. Sends a representative to briefings at the EOC and informs the EOC/Mayor of any problems.
8. Continues emergency medical services for the remainder of the City.
9. Establishes and maintains the lines of succession.

G. Public Works/Utilities (LEOP - Annex K)

The Public Works/Utilities Department includes these departments: Street, City Electric, Water/Waste Water, Parks and Recreation. If a staging area for the Public Works/Utilities function is established, it will be coordinated with the EOC.

1. Street Department - Superintendent
  - a. The call to respond to the disaster will initially come from dispatch at the Sarpy County Communications Center. The Superintendent will coordinate with the Mayor on disaster work assignments.
  - b. The first priority after a disaster is to clear debris from the routes needed for First Responders; then clearing the arterials and collectors.
  - c. Assesses the damage to streets and reports the damage to the EOC; systematically clears the streets as prioritized at the EOC briefings with input from the Mayor, law enforcement, and other affected City Departments.
  - d. Closes streets, if requested by law enforcement, by transporting and erecting barricades, signs, and flags at control points established by law enforcement.
  - e. Posts traffic directional signs, as needed, particularly for evacuation.

- f. Clears debris from public areas, but only from private property as is necessary for the rescue or safety of the occupants.
  - g. Performs priority repairs to streets.
  - h. Repairs storm sewers.
  - i. Provides emergency repair and maintenance of vehicles and equipment during disaster operations.
  - j. During flooding conditions, coordinates sandbagging operations for public buildings/entities.
  - k. Assists the Mayor in meeting requirements for the disposal of disaster debris.
  - l. Establishes additional temporary tree burning areas, as needed.
  - m. If not being utilized, furnishes heavy equipment and personnel to other City Departments.
  - n. Sends a representative to the briefings at the EOC; informs the EOC/Mayor of any problems.
2. City Electric Department - Superintendent
- a. All department employees will report to the Street and Electric Shop for vehicles and mobile communications.
  - b. The first employee reporting will survey the sub-stations; survey overall damage to see if outside assistance will be required and will alert the Mayor if mutual aid is needed.
  - c. De-energizes downed power lines.
  - d. Restores service as prioritized.
  - e. Coordinates with the Mayor and supplier in finding a temporary source of electricity should the City need it to restore utility service.
  - f. Keep the Mayor and supplier informed of the current situation and when service may be restored.
  - g. Sends representative to briefings at the EOC; inform the EOC/Mayor of any problems.

- h. Safety inspects the electric systems on damaged public buildings; coordinates with the building inspector on these inspections.
  - i. Provides emergency lighting where needed for disaster operations.
  - j. Coordinates the use of emergency power generators with the EOC.
  - k. If not being utilized, furnishes heavy equipment and personnel to other City Departments.
3. Water and Wastewater Department - Superintendent
- Water Division
- a. Can assess each house individually.
  - b. Maintain water pressure and uncontaminated water supply.
  - c. Where possible, ensures an adequate water supply to the fire hydrants in case of major fire.
  - d. Is prepared to isolate the water system where there is a possibility of contamination from a hazardous materials spill.
  - e. Repairs the water tower and/or mains, as prioritized; isolates ruptured or damaged mains until repairs can be made.
  - f. Coordinates water testing with the State Health and Human Services System.
  - g. Provides potable emergency water supply.
    - 1) Locates suitable containers; fills with uncontaminated water.
    - 2) Distributes to points as coordinated by the EOC; is aware of prioritized facilities needing water such as the hospital or care facilities.
  - h. Safety inspects the water system.
  - i. If the disaster is a major water contamination, the line of succession for direction and control is: Mayor, Council President, Emergency Program Manager, and Water/Wastewater Department Superintendent.

### Wastewater Division

- a. Maintains the sanitary sewer operations.
- b. Is prepared to isolate in-flow if the incident involves a hazardous materials spill into the waste system.
- c. Safety inspects the wastewater system if damaged from the disaster.
- d. Contracts for portable toilets and for their maintenance.

### Both Water and Wastewater Divisions

- a. If not being utilized, may be required to furnish equipment and personnel to other City Departments, such as vehicles to law enforcement.
- b. Sends one person to EOC briefings to represent both Divisions; informs the EOC/Mayor of any problems.

### 4. Parks and Recreation Department - Director

- a. Surveys damage to parks.
- b. Reports to the Mayor for disaster work assignment.
- c. If not being utilized, furnishes equipment/personnel to other City Departments; will primarily assist Street Department.
- d. Will attend or be represented at EOC briefings; informs the EOC/Mayor of any problems in disaster clean-up/repair.
- e. Provides recreational equipment that may be used in the shelters for evacuees.

### 5. Landfill Operation

The Mayor will primarily be responsible for coordinating disposal of disaster debris and will work with the Street Department in accomplishing this function. The following may be some of the requirements for disaster operations:

- a. Meet the demand for greater disposal operations by:
  - 1) Requesting an extension of hours as needed for debris disposal.

- 2) Requesting signs or guides in the landfill area to organize disposal efforts.
- b. Obtain permission for normally unauthorized items (to the extent possible) at the landfill; find alternatives for disposal of unauthorized items.
- c. Maintain a "salvage depot" for unclaimed damaged property which is removed from public or private property.
- d. In coordination with other affected City Departments and the EOC, establish temporary site(s) for debris disposal/storage.
- e. Will establish an additional temporary tree-burning area, if a "permitted" burn site in Springfield is not adequate.

#### V. EMERGENCY OPERATIONS CENTER

##### A. Mayor/City Council (LEOP - Annex A)

Responsibilities of the Mayor and City Council during disaster operations may include, but are not limited to:

1. Making executive decisions; establish policy needed to effectively respond to the disaster.
2. Exercising emergency powers; provide policy decisions.
3. Signing the Disaster Declaration.
4. Exercising the final authority on subjects such as:
  - a. Curfews
  - b. Price restrictions
  - c. Standards for contractors, craftsmen
  - d. Temporary waivers for land use
  - e. Other related legal responsibilities
  - f. Evacuation decisions

5. Approving emergency legislation for the city.
6. Activating the EOC; notifying the Emergency Manager
7. Emergency Public Information (LEOP - Annex D)
  - a. The Mayor will ensure that the public is given timely and accurate information through the Public Information Officer (PIO).
  - b. The Mayor will designate a PIO at the time of the disaster if one is not appointed.
  - c. The PIO will establish an Information Center to:
    - 1) Release emergency directions and information to radio, television and newspaper.
    - 2) Work with outside media sources, providing timely, accurate information at scheduled media briefings or as the situation dictates.
    - 3) Maintains liaison with the EOC and with Field Operations in order to stay abreast of current information.
    - 4) Serves as the source through which the media will gain access to public officials, if required.
    - 5) Provides current and accurate information to the general public making inquiries.

B. City Administrator

The City Administrator is the administrative head of Springfield city government and works under the direction of the Mayor who has final authority for all City Departments. The City Administrator has been delegated responsibility by the Mayor and Council to coordinate with Emergency Management in providing the direction and control function for disaster operations. The responsibilities of the City Administrator may include, but are not limited to:

1. Coordinating with the Mayor/City Council members and the Emergency Management during disaster operations.
2. The City Administrator will be alerted of a disaster situation by the dispatcher or Emergency Management; normally, the City Administrator will, in turn, call the Mayor.

3. Activating the EOC.
4. Reporting to the EOC to monitor the disaster incident through situation reports and data coming into the EOC; visiting the various areas of the disaster, as necessary.
5. In conjunction with the Emergency Management, determining EOC staffing.
6. Providing over-all coordination of all City Departments and purchasing for handling the disaster effort.
7. In conjunction with needs of Field Operations and Emergency Management:
  - a. Recruiting any city personnel not involved in disaster response who could assist in emergency duties.
  - b. Forming a clerical pool and provide any other support personnel needed to staff the EOC - may include recording disaster events, maintaining status boards, typing, answering inquiries, telephoning, etc.
8. Maintaining current inventory and resource list of emergency equipment and supplies.
9. Coordinating citywide resources that may be used in disaster response/recovery.
10. Coordinating with the City Attorney on any legal emergency matters.
11. Responding to official inquiries.
12. If a number of public buildings and/or streets have been affected by the disaster, assisting in prioritizing the return to service.
13. Coordinating with the Building Inspector in recovery and rebuilding efforts.
14. Ensuring the Building Inspector, acting as Damage Assessment Coordinator, has designated someone to document damage through photographs should there later be an application for state or federal assistance.
15. Designating appropriate staff to photograph debris piles before disposal.
16. In conjunction with the Clerk/Treasurer, ensuring that the City Clerk/Treasurer documents expenses for the disaster.



17. Assisting Emergency Management in determining the location(s) for the distribution of potable water and requesting the Water Department to provide potable water to the public; then through the Public Information Officer, notifying the public of the availability and location(s) of water.
18. Working with the Emergency Management in providing liaison with local contractors, businesses, and industries to obtain the needed heavy equipment and operators, supplies, or specialized personnel as required in the disaster situation.
19. Advising disaster victims of temporary emergency housing.
20. Establishing a point of contact for cash donations from the community for disaster victims/efforts and establishing guidelines in distributing the money.
21. Maintaining a "salvage depot" for unclaimed items.

#### B. Emergency Management

The Sarpy County Emergency Management will act as a disaster operations advisor to the Mayor and City Council. In performing the direction and control function for coordinating disaster operations, the Emergency Management will work closely with the Springfield Mayor. Disaster operations duties for the Emergency Management may include, but are not limited to:

1. Being responsible for readiness of the EOC to include an adequate communications system, status/ICS boards, maps, office supplies and equipment, printed logs and forms, alternate power or an alternate location.
2. Activating the EOC and assuming overall coordination of emergency operations of disaster response/recovery.
3. In conjunction with the Mayor, determining who is needed on the EOC Staff.
4. Maintaining a current call-down list of EOC Staff with an established procedure for calling in the Staff.
5. Coordinating additional communications support, such as amateur radio operators, staff to take calls for "rumor control", etc.
6. Tracking and recording disaster events on a status board or flip chart; plotting areas of destruction on maps; staff from the City Clerk/Treasurer's will be assigned this function.

7. Conducting EOC briefing(s) to coordinate disaster response/recovery efforts; determine with executives how often Briefings are needed.
8. Coordinating with the City Departments as well as local businesses, private groups, volunteers, and adjacent jurisdictions called for mutual aid, and with Sarpy County government if the situation dictates.
9. Requesting the Public Information Officer to provide emergency information to the public concerning an evacuation.
10. Coordinating transportation that may be required for evacuation.
11. Advising in the selection of assembly points for transportation.
12. Coordinating shelter operations with the American Red Cross.
13. Recommending that the Mayor/Council declare an emergency; preparing the Disaster Declaration for the signature of the Mayor and the witness of the Clerk.
14. Coordinating with the City Attorney on any legal emergency matters.
15. Coordinating with the ARC/Social Services/Area Agency on Aging on disaster needs of individuals to provide necessary outreach services and assistance in recovery.
16. Coordinating staging areas with Field Operations.
17. Disseminating Identification cards for:
  - a. Emergency workers
  - b. Volunteers
  - c. Disaster area residents
  - d. Appointed/elected officials
18. Coordinating with the Mayor in determining potable water distribution locations; assuring that the public is notified concerning the availability and location of water.
19. Working with the Mayor in providing liaison with local contractors, businesses and industry to obtain the needed heavy equipment and operators, supplies, or specialized personnel as required.

20. Making formal requests to the next higher levels of government for assistance if the disaster response is beyond the capability of the City.
  21. Providing training for personnel who will respond to a disaster.
  22. Reviewing and updating this Plan for the City of Springfield, annually.
- D. City Attorney
1. Provides emergency legal counsel to city officials on subjects such as:
    - a. Curfews
    - b. Price restrictions
    - c. Standards for contractors, craftsmen to ensure disaster victims are not further victims of unscrupulous practices
    - d. Temporary waivers for land use
    - e. Other related legal duties
  2. Drafts emergency legislation for the city.
  3. Provides assistance in negotiating contracts for emergency services.
- E. Building Inspector (LEOP - Annex C)
1. Coordinates the damage assessment of:
    - a. Public entities
    - b. Homes
    - c. Businesses
  2. In compiling information, defines the property appraisals/values and insurance coverage as well as damage sustained.
  3. Works with the American Red Cross damage assessment team to assure all homes have been surveyed for damage.
  4. In conjunction with the City Administrator, assures someone is designated to photograph and record public and private damage should there be an application for state or federal assistance.

5. Compiles all damage assessment reports into a summary document for use by the EOC Staff.
6. Assures that safety inspections are conducted for public and private buildings and issues temporary occupancy permits for temporary housing.
7. Prepares demolition orders for all unsafe structures and provides assistance in the coordination of the demolition work.
8. Assures that rebuilding is in compliance with the City's master development plan.
9. Coordinates first with local contractors/lumber yards to restore damaged public facilities.
10. Coordinates with the Mayor in establishing a point of contact for insurance adjusters and the influx of builders and repairmen.
11. With the approval of the Mayor, contracts for needed structural engineering services.
12. Coordinates, as necessary, with the City Electric Superintendent on the safety inspections of the electric systems on damaged public buildings.
13. Ensures that all incoming contractors register through the Building Inspector's office.

F. City Clerk/Treasurer

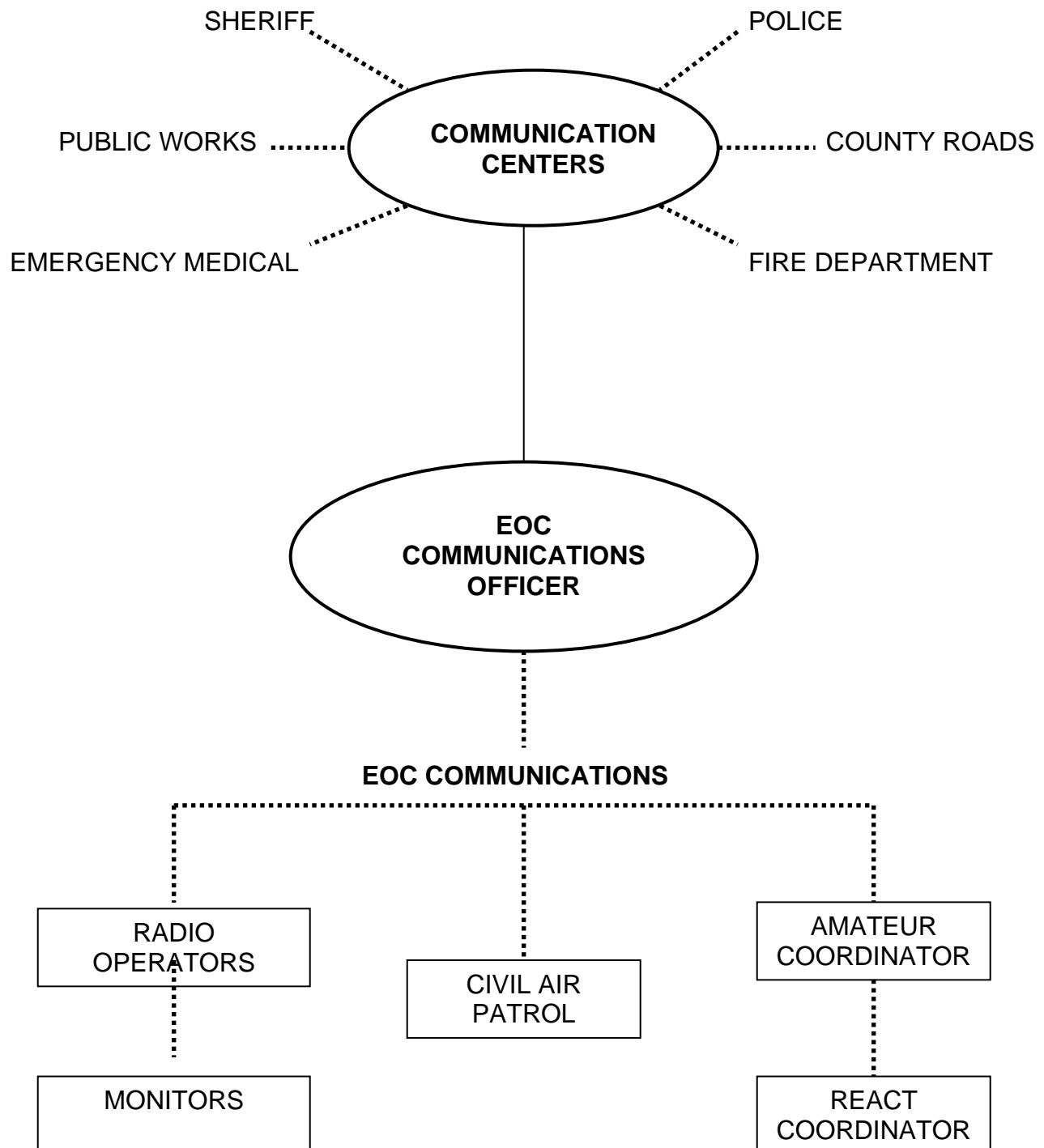
1. Witnesses the Disaster Declaration
2. Tracks and documents all expenses for the disaster operations from each City Department to include:
  - a. Labor (regular and overtime)
  - b. Equipment
  - c. Materials (to include parts and supplies used from the City's inventory)
3. Coordinates with the Purchasing Officer in assigning (at the time of the disaster) an account number for emergency expenditures.
4. Provides financial statistics and summaries for the cost of the disaster, when requested.

5. In conjunction with the Mayor, prepares the necessary documentation required for state and federal disaster assistance applications.
6. In initial disaster response, may assist at the Communications Center.
7. Provides staff for the EOC to track and record disaster events.

G. Purchasing Officer

1. Makes emergency purchases, as required.
2. When the Mayor declares a disaster, implements the policy that delegates authority to department superintendents to purchase or lease emergency supplies and/or equipment.
3. Coordinates with the City Clerk/Treasurer in assigning department superintendents an account number for emergency expenditures.

## COMMUNICATIONS AND WARNING



## COMMUNICATIONS AND WARNING

### I. PURPOSE

This Annex provides information and guidance concerning available communications and warning systems within Sarpy County. The total communications and warning system is discussed, and procedures for its use during emergency operations are outlined.

### II. SITUATION

A countywide communications center is located in the Sarpy County Courthouse in Papillion. The Bellevue, LaVista and Papillion Police Departments and the Sarpy County Sheriff's Office are staffed on a 24-hour basis. Sufficient communications and warning equipment is available to provide communications necessary for most emergency situations. In disasters, augmentation may be required.

- A. Hazards vary in predictability and speed of onset; therefore, time available for warning may vary from ample to none.
- B. Sarpy County has numerous facilities requiring specific warning that a hazard exists. Emergency response vehicles may be needed to help warn these facilities.
- C. Agreements exist between the United States, Russia, and other countries to reduce the risk of nuclear war because of an accidental, unauthorized, or other unexplained incident involving a nuclear weapon. The National Warning System (NAWAS) would broadcast any warnings if such an unlikely incident threatened the United States.

### III. ASSUMPTIONS AND PLANNING FACTORS

- A. Communications and warning are vital to the effective and efficient preparedness, response and recovery activities during emergency operations.
- B. Some people that are directly threatened by a hazard may ignore, not hear, or not understand the warnings issued.
- C. Volunteer radio groups such as REACT, Civil Air Patrol, and local/regional amateur radio clubs may respond to Sarpy County upon notification of a disaster.

#### IV. ORGANIZATION/RESPONSIBILITIES

The communications and warning function is directed and coordinated by the Communications Officer of each emergency service i.e., the law enforcement agencies, the fire departments and the Alegent Midlands Community Hospital because they operate from separate facilities.

- A. The Communications Officer is responsible for the supervision of all activities within their respective communications center, to include a current roster of personnel to ensure recall on short notice.
- B. Emergency Management Communications assists jurisdictions by recruiting and coordinating amateur, REACT, Civil Air Patrol, and Business Band radio operators and their equipment.

#### V. CONCEPT OF OPERATIONS

##### A. Communications

##### 1. The Emergency Operation Center (EOC)

- a. The EOC is equipped with adequate communications equipment to transmit and receive pertinent information. See Attachment 3 for communications capabilities.
- b. In the event of commercial power failure, a generator will provide power for essential equipment in both the EOC and communications center.
- c. Telephone service during emergency operations is accommodated through numerous T-1 lines that are installed and readily available from the Sarpy County EOC to the local telephone exchange.
  - 1) Cellular phones will quickly fail due to system overload or loss of one or more cellular towers in or near the county. Prior arrangements with the cellular provider(s) may enable use of selected cellular phones.
  - 2) The Executive Group and/or the Communications Coordinator shall establish the priority of service restoration, both cellular and non-cellular.

##### 2. Sarpy County Communications Center (911)

- a. The Sarpy County Communication Center is located in the basement of the Sarpy County Court House in Papillion and provides services to various public safety agencies, including the Bellevue, LaVista and



Papillion Police and the Sarpy County Sheriff. Radio frequencies used on a daily basis are listed in Attachment 3.

- b. The Sarpy County Communications Center is a warning point in the National Warning System (NAWAS). Warnings will be received via the NAWAS distribution system to include the National Weather Service's severe weather warnings.

### 3. Nebraska State Patrol

- a. The Nebraska State Patrol Troop headquarters is located in Omaha and provides service to Sarpy County. The frequencies used on a daily basis are listed in Attachment 3.
- b. The Nebraska State Mobile Command Post can provide communications resources with an emphasis on law enforcement operations. By using programmable equipment it will be capable of transmitting and receiving on any frequency within the following ranges:

- 1) VHF Low Band                      29.7 to 50.0 MHz.
- 2) VHF High Band                    148.0 to 174.0 MHz.
- 3) UHF                                  450.0 to 470.0 MHz.

### 4. Other Jurisdictions

Communication capabilities exist in other jurisdictions within Sarpy County and are listed in Attachment 3.

### 5. Amateur Radio

Sarpy County RACES, supplemented by members of the Bellevue Amateur Radio Club, may support Sarpy County by providing additional communications to support the Emergency Management response and recovery operations. Amateur radio operators will relocate with their equipment to the designated operating location if so needed. Amateur radio operators have the ability to communicate with the State Primary and Secondary EOC's and the NEMA Mobile Operations Center.

### 6. REACT

During a disaster, Heartland REACT may provide emergency communication support to Sarpy County. REACT has a control station in the Sarpy County Emergency Operations Center which is connected to the GMRS repeater at the Sarpy County Court House. The repeater operating radius is over 50

miles in any direction from Papillion. The REACT Communications Van includes CB, VHF-Low Band, VHF-High Band and UHF radios.

## 7. Civil Air Patrol

During a disaster, members of the Offutt Composite Squadron and the Nebraska Wing of the Civil Air Patrol can support Sarpy County disaster relief operations with VHF and HF frequency radio, as well as assist with damage assessment, disaster welfare inquiries and aerial reconnaissance/damage assessment.

## 8. Communication Protection

- a. Standard lightning protection techniques are used during severe weather.
- b. Wind can damage antennas, but with sufficient planning, alternate or temporary antennas can be utilized.

## B. Warning

1. The National Warning System (NAWAS) is a Federal system of high priority, dedicated communications.
  - a. The Nebraska NAWAS System is that part of the National Warning System within the State.
  - b. The Nebraska Emergency Management Agency Communications Officer is responsible for operation of the Nebraska system. The telephone company performs maintenance.
  - c. The State Warning Point is at the Nebraska State Patrol Headquarters, and the State Emergency Operating Center (NEMA) is designated as the Alternate State Warning Point.
  - d. Although warning information can originate from several sources, all relevant warning information is passed via NAWAS to all warning points within the State. This system is outlined on Attachment 5, the Nebraska Emergency Management Warning Network.
2. Notification of Officials
  - a. Sarpy County Communications will alert the appropriate law enforcement, fire and public works agencies and the Sarpy County Emergency Management Director or designee and others on the Sarpy County EOC staff immediately after initiating public warning (Attachment 1). The Sarpy County EMA will contact the appropriate Chief

Elected/Appointed Officials. Refer to the tornado watch/warning procedures (Annex J).

- b. Pagers are utilized to provide warning to various governmental and non-governmental agencies. See Attachment 2. Pagers are activated by Sarpy County Communications, the law enforcement agencies and fire departments, and via dial-in telephone.

### 3. Warning the Public

- a. The Sarpy County Communications Center will provide warning to the public by activating all fixed sirens in Sarpy County, either simultaneously or individually.
- b. The authority to activate the sirens also rests with the respective Fire Chiefs.
- c. Warning to the public may also be provided by loudspeakers or sirens on emergency vehicles or by immediate media broadcast via radio stations KFAB 1110 AM, KEFM 96.1 FM and television station KETV (Channel 7).

### 4. Tornado Watch:

Sarpy County has an established tornado-spotting program with assistance from trained spotters, including volunteer communicators, public works, fire and law enforcement personnel. Reports from REACT and amateur spotters are made to the Sarpy County Emergency Operations Center which in turn contacts the Sarpy County Communications Center via telephone. Reports from the public, rural spotters and law enforcement personnel are made directly to the Sarpy County EOC for verification through the trained spotter network. In the event phone lines to the Sarpy County EOC are busy, the EOC can also be contacted via NAWAS, amateur radio, GMRS radio or the Sarpy County 800 MHz public safety radio system.

### 5. Flood Watch/Warning

- a. Emergency Preparedness Plans for the Papio Watershed have been developed by the Papio-Missouri River Natural Resources District. These plans include Notification Lists whereby the Sarpy County Sheriff will contact residents in the area and agencies involved should a hazardous situation occur (reference Annex E, Appendix 1 for operational procedures).
- b. The National Weather Service (NWS) monitors conditions that may lead to flooding, i.e., ice dams, rainfall, and snow melt. NWS may also contact Sarpy County observers such as the Emergency Program Manager or

designee, and/or the County Highway Superintendent to make local assessments of river or stream conditions or to report data from the non-automated river gauges. Based on the data received, the Valley Office of the NWS will issue warnings and watches as warranted.

- c. The public is notified via the Emergency Alert System.

6. Hazardous Materials Incidents

- a. The owner of a facility is required to notify the State Department of Environmental Quality (DEQ) upon discovery of a release of a hazardous substance of reportable quantity (RQ) or greater, according to DEQ Regulation Title 126. A fixed facility that has a release of an extremely hazardous chemical above the 302(a) reportable quantity (RQ) of SARA Title III requires notification under section 102(a) of CERCLA, shall notify, immediately after the release, the Community Emergency Coordinator (CEC) identified in Annex F, IV, B, for any area likely to be affected by the release and the State Emergency Response Commission of any state likely to be affected by the release. This notification will be by the most expedient means possible (see Annex F, Appendix1, Attachment 4, "Hazardous Materials Incident Notification").
  - b. A transportation incident of a substance subject to 302(a) requirements shall satisfy notification requirements by dialing 911 or, in the absence of a 911 system, calling the operator.
  - c. The notification requirements under section 304(b) will be met by using the "Hazardous Materials Incident Report," Annex F Appendix 1 Attachment 3. This information should be given to the extent known at the time of notification.
  - d. The public is notified via the Emergency Alert System under an agreement between the Nebraska Emergency Management Agency and the National Weather Service.
7. The Nebraska Emergency Alert System (EAS) provides disaster information and instruction to the public through the electronic media. Local officials have the authority to request activation of the Nebraska EAS Web by contacting the National Weather Service in Valley (359-5166). See Attachment 4.
8. By law, the Nebraska Education Television Network will provide text decoded emergency information that includes severe weather warnings and reports from the National Weather Service. Many commercial television stations will also broadcast emergency public information text.

## VI. ADMINISTRATION AND LOGISTICS

### A. Records

Sarpy County law enforcement agencies will maintain records of all expenses incurred by their communications activities. The Executive Group will ensure that adequate records of local government expenses are maintained.

### B. Plan Maintenance

The Communications Officer(s) will be responsible for assisting the Emergency Management Director or designee in the maintenance and improvement of this Annex. The Annex will be reviewed, updated, and modified as necessary, but not less than annually.

## VII. TRAINING AND EXERCISING

### A. Training

1. Each agency or organization assigning personnel to the EOC for communications and warning purposes is responsible for ensuring that those individuals are adequately trained to use the equipment, are familiar with the procedures of the EOC, and understand the unique operating procedures.
2. The training program will be consistent with the five-year Homeland Security Exercise Plan. All training supported by the Homeland Security grant process must be ODP (Office of Domestic Preparedness) approved.

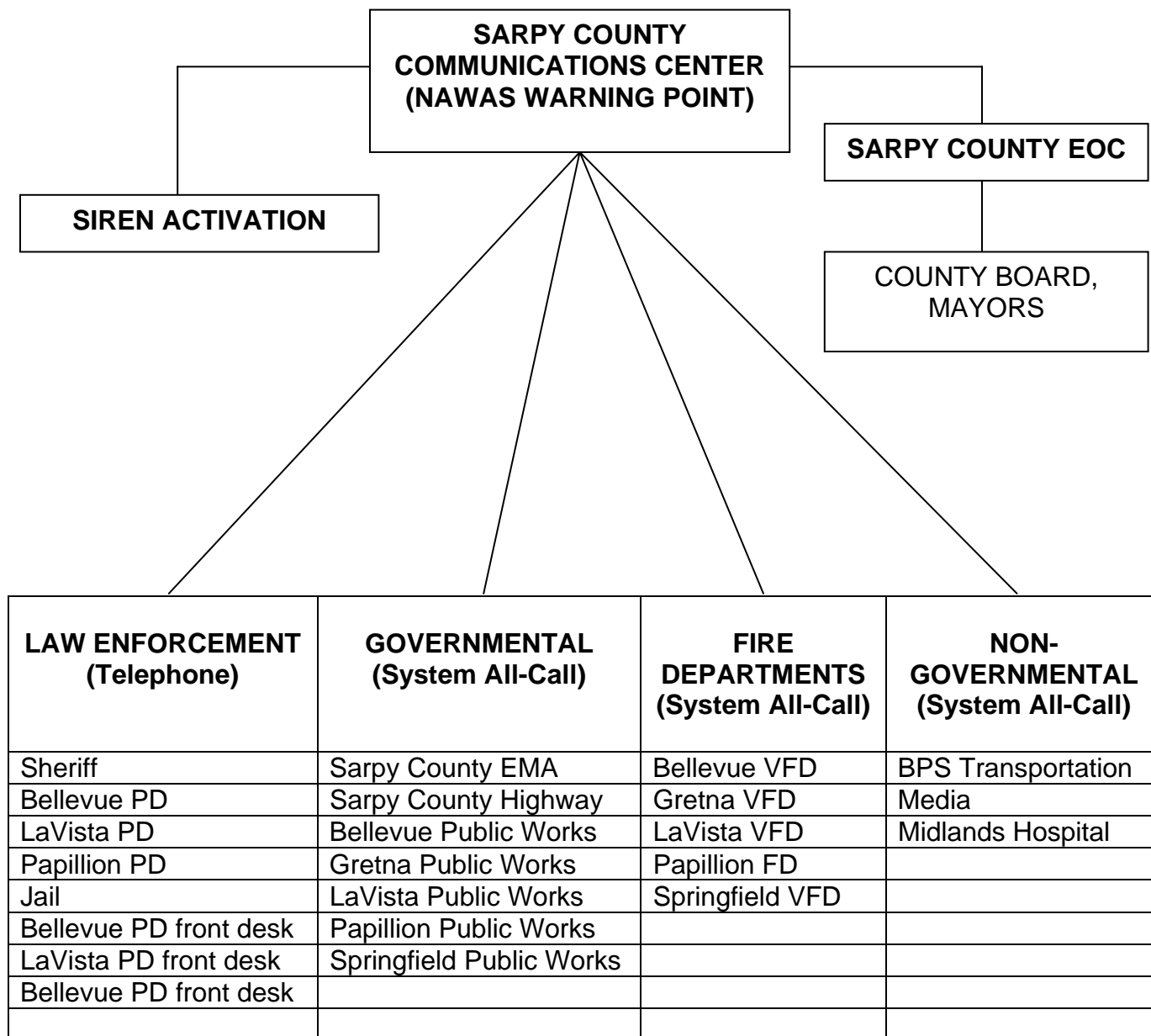
### B. Exercising

All exercises and drills will be evaluated and any follow-up activities conducted in accordance with the Nebraska Homeland Security Exercise and Evaluation Program (NeHSEEP).

LIST OF ATTACHMENTS

<u>Attachment #</u>	<u>Item</u>	<u>Page</u>
1	Notification Chart	B-10
2	Pager Distribution List	B-11
3	County Communication Capabilities	B-12
4	Nebraska EAS Operational Areas	B-13
5	NAWAS Network (Directions and Map)	B-14

# SARPY COUNTY NOTIFICATION CHART



## PAGER DISTRIBUTION LIST

<u>NAME or TITLE</u>	<u>PAGER NUMBER (AND PIN IF APPLICABLE)</u>
Sarpy County Administrator	593-5752 PIN 2347
Emergency Management and Communications Agency Director	593-5752 PIN 2283
Emergency Program Manager	593-5752 PIN 5785
Communications Officer	593-5752 PIN 4397
Sarpy County Public Information Officer	593-5752 PIN 2260
Sarpy County Sheriff	593-5752 PIN 1063
Sarpy County Radiological Officer	593-5752 PIN 3303
Sarpy County Treasurer	593-5752 PIN 4603
Sarpy County Clerk	593-5752 PIN 4604
Sarpy County Highway Superintendent	593-5752 PIN 2078



## SARPY COUNTY COMMUNICATIONS

Sarpy County uses a Motorola three-site simulcast trunked 800 MHz radio communications system. Although the frequencies utilized are between 811 and 860 MHz, only those radios that have been pre-designated and entered into the radio system's controlling computer will function on the trunked system. Talk-groups, rather than frequencies, are assigned and selected by various users. Within the trunked system individual talk-groups may be authorized for one, many, or all agencies. In this way there is full interoperability among all fire and rescue, law enforcement and public works responders within Sarpy County.

All Sarpy County users' radios are programmed to operate on four of the National Public Safety Planning Advisory Committee (NPSPAC) frequency pairs, which are programmed into many other 800 MHz trunked radios in the country including Douglas and Lancaster Counties in Nebraska.

821.0125/866.0125  
821.5125/866.5125  
822.0125/867.0125  
821.6625/866.6625

In addition, radios on the Sarpy County 800 MHz radio system may also be programmed to operate on 868.0125 MHz analog simplex and 866.3000 MHz digital simplex.

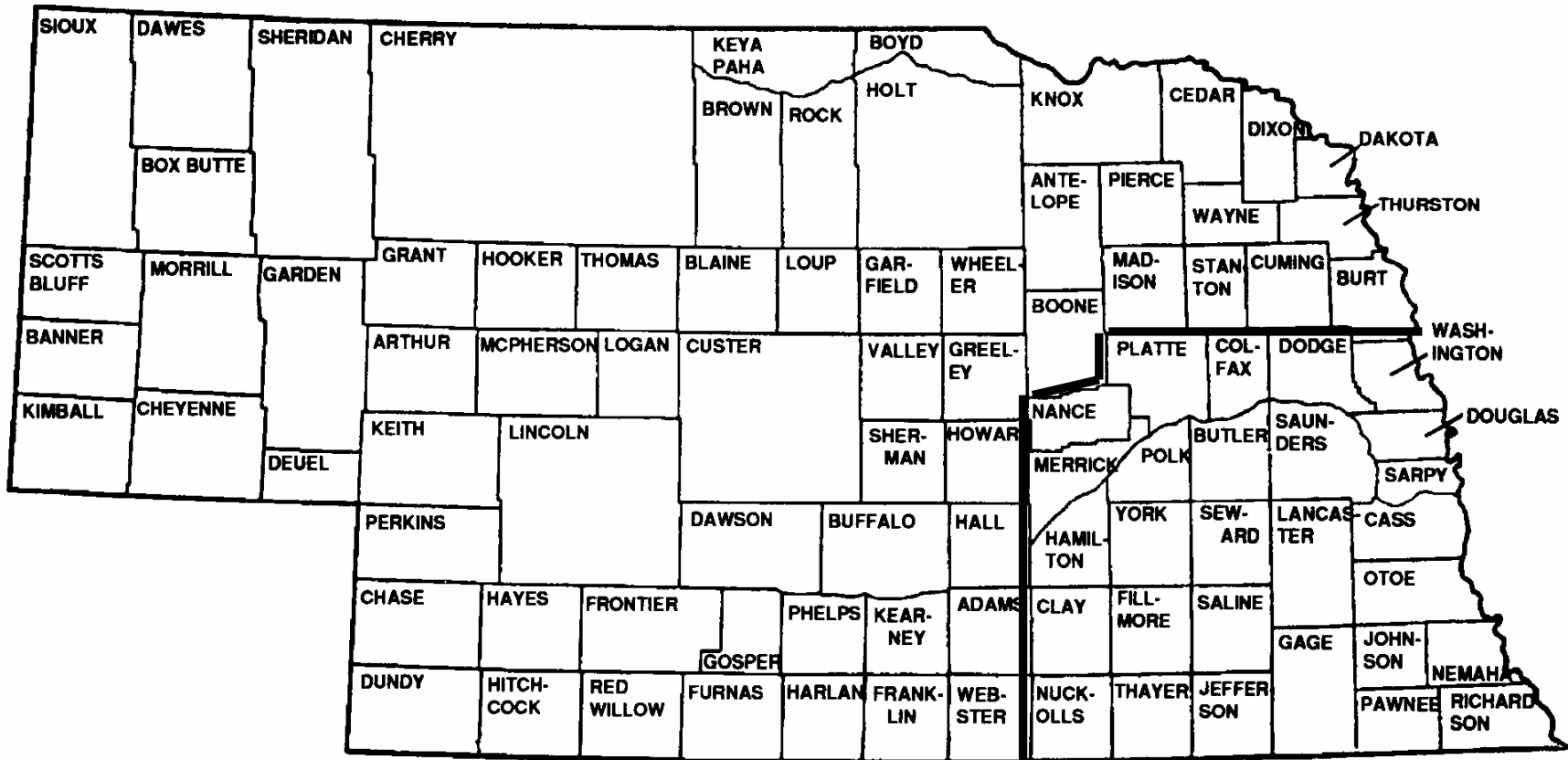
The Sarpy County Communications Center can "patch" 39.9 MHz users to any desired Sarpy talk-group. They can also "patch" NSP 42.46 (receive only) to any Sarpy talk-group.

In addition to the capabilities listed above, the Sarpy County Emergency Operations Center maintains the capability to communicate HF, VHF and UHF. Most utilized frequencies include:

3.982 MHz  
145.115/144.515  
145.235/144.635  
443.825/448.825  
444.875/449.875  
443.350/448.350  
444.900/449.900  
462.700/467.700

# Nebraska Emergency Alert System Operational Area 1

SARPY COUNTY LEOP



## Local Stations (LP-1) in Area 1

Lincoln KFOR/KFRX-AM/FM 1240/102.7  
 Lincoln KOLN-TV Channel 10  
 Omaha KFAB-AM 1110  
 Omaha KEFM-FM 96.1  
 Omaha KETV Channel 7

## State Relay (SR) Stations in Area 1

Lincoln KUON-TV Channel 12  
 Omaha KIOS-fm 91.5  
 Omaha KYNE-TV Channel 26

ANNEX B  
 ATTACHMENT 4

## National Warning System (NAWAS) Emergency Management Warning Procedures

### Tests:

The State Warning Point for NAWAS is at the Nebraska State Patrol Headquarters, Lincoln. A daily operational test, using a dedicated telephone line, is sent to each Nebraska Warning Point (see map).

The Alternate State Warning Point is at the NEMA Emergency Operating Center, Lincoln. A weekly roll call or Fan-out test designated as, "**TEST, TEN-ONE-ZERO-ONE (10-101)**" is held. The test message is relayed by radio from the Warning Points areas to the counties.

Each Warning Point will report to the Alternate State Warning Point either a:

Positive report from all counties in its area by an, "**ALL CONFIRMED**" message, or a

Negative report when fan out stations do not respond such as:

**Grand Island:**  
Alternate State Warning Point:

**Grand Island:**  
  
Alternate State Warning Point

**"Grand Island to Nebraska Alternate"**  
"This is Nebraska Alternate, OVER"  
**"Negative copy, Howard and  
Merrick Counties, OVER"**  
"ROGER, Nebraska Alternate, OUT".

### Warning or Attack:

#### State actions:

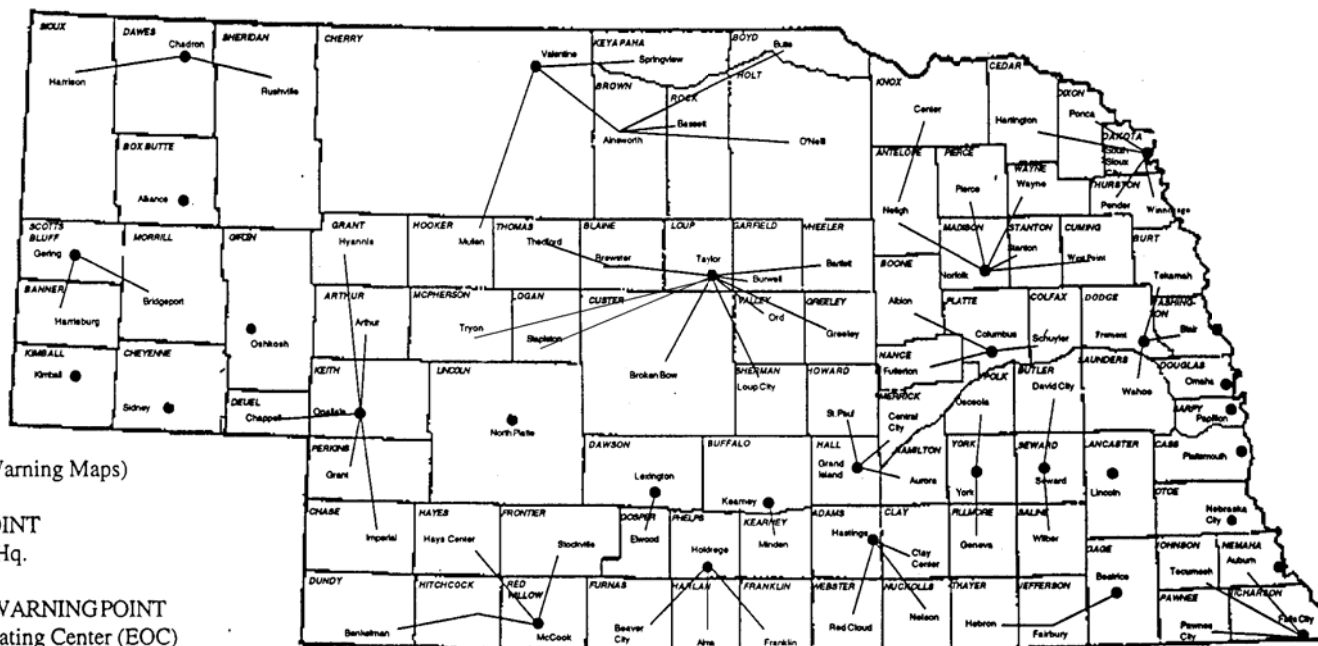
When a warning is received, the operator at the State Warning Point will clear the NAWAS network of all traffic, transmit the warning and then receive acknowledgement of the warning from each Warning Point. The Alternate State Warning Point provides a backup means of disseminating tactical warnings. The area Warning Points will immediately disseminate any warnings over the secondary warning network (39.9 MHz, see map on opposite side) thereby alerting each county in the State.

#### Locations:

Due to the large number of stations involved (93 counties), counties will acknowledge receiving the warning message to their respective Warning Points (NAWAS). Acknowledgement from the Warning Points will then be transmitted to the State Warning Point or to the Alternate.

The dissemination of the warning and warning information within the counties and municipalities is the responsibility of the Sheriff and/or local Police in accordance with the county Local Emergency Operations Plan (LEOP). The goal of the "Attack/Warning" is to reach all persons potentially affected in adequate time to either "Take Cover" or complete other necessary actions.

# Nebraska Emergency Management Warning Network



February 1999  
(Supersedes previous Warning Maps)

**STATE WARNING POINT**  
Nebraska State Patrol Hq.  
Lincoln, Nebraska

**ALTERNATE STATE WARNING POINT**  
State Emergency Operating Center (EOC)  
Lincoln, Nebraska

- NAWAS - (National Warning System)  
Special Telephone Lines

— RADIO- 39.9 MHz

Each Warning Point can ascertain its area of warning responsibility by following the arrows from a Warning Point

Warning Points will relay the warning or test to its respective counties.

All persons involved in the Nebraska Warning System should be aware that the Emergency Management FAN-OUT TESTS are termed, "Test, Ten-One-Zero-One".

## NEBRASKA NAWAS SERVICE POINTS

- \*Alliance, Police Department
- \*Beatrice, Police Department
- \*Chadron, Police Department
- \*Cheyenne County, Sheriff's Office
- \*Cheyenne, Wyoming Weather
- \*Columbus, Police Department
- \*Cooper Nuclear Power Station
- \*Dakota County, Emergency Management Agency
- \*Ft. Calhoun Nuclear Power Station
- \*Fremont, Police Department
- \*Fremont EOC
- \*Garden County, Sheriff's Office
- \*Goodland, Kansas Weather
- \*Grand Island 911 Center
- \*Grand Island EOC

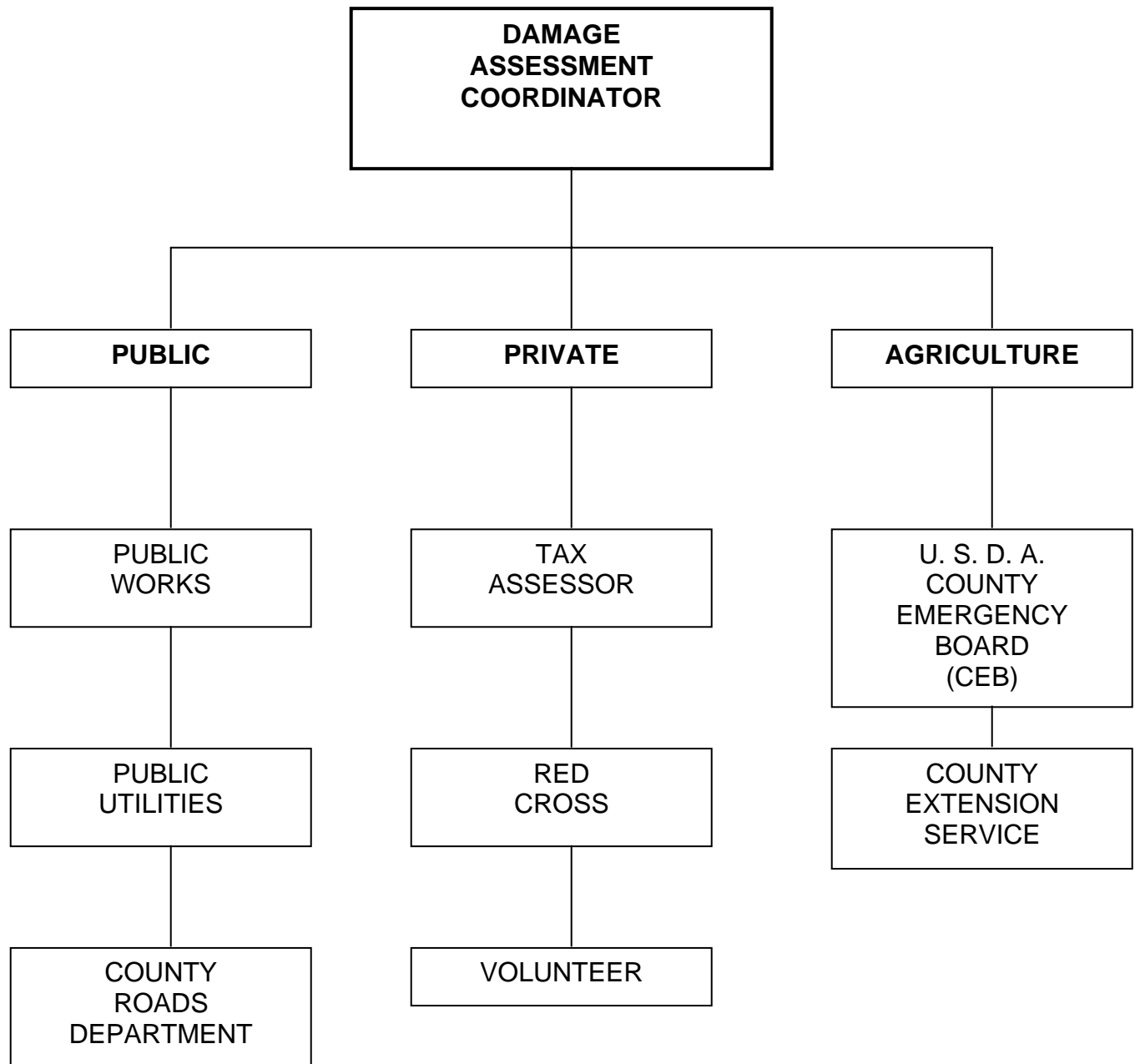
- \*Hastings, Emergency Center
- \*Hastings EOC
- \*Hastings Weather
- \*Holdrege, Police Department
- \*Kearney Buffalo Co. CommCenter
- \*Kearney EOC
- \*Kimball Consolidated Comm Ctr
- \*Kimball EOC
- \*Lexington, Police Department
- \*Lincoln Emergency Communications
- \*Lincoln EOC
- \*McCook, Police Department
- \*Nebraska Public Power, Doniphan
- \*Norfolk, Police Department
- \*North Platte, Police Department
- \*North Platte Weather Service
- \*Ogallala, Police Department

- \*Omaha Commo, Div., Public Safety Dept.
- \*Omaha/Valley Weather Service
- \*Otoe County, Sheriff's Office
- \*Otoe County EOC
- \*Papillion, Sarpy Co Sheriff's Office
- \*Plattsmouth, Sheriff's Office
- \*Richardson County, Sheriff's Office
- \*Richardson County EOC
- \*Scotts Bluff County Consolidated Communications Center
- \*Seward, Sheriff's Office
- \*Sioux Falls Weather, South Dakota
- \*Taylor, Reg 26 Communications Center
- \*Valentine, Cherry Co Sheriff's Office
- \*York, Sheriff's Office
- \*York EOC

*\*24 Hour Active Warning Points*

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## **DAMAGE ASSESSMENT**



## DAMAGE ASSESSMENT

### I. PURPOSE

This Annex describes damage assessment procedures necessary to gather data and evaluate information to determine the extent of damage and the impact on the community resulting from a disaster.

### II. SITUATION

Sarpy County is situated in an area considered highly susceptible to numerous disasters that have the potential to cause extensive damage to both public and private property. In the event of a disaster, planned damage assessment procedures are essential for effective response and recovery operations.

### III. ASSUMPTIONS

- A. The prompt and accurate assessment of damage to public and private property following a disaster is of vital concern to local officials.
- B. A rapid response has a direct bearing on the manner in which recovery is accomplished in Sarpy County.
- C. For any emergency involving radiological materials, the Nebraska Health and Human Services System has sole responsibility for making technical assessments. However, it is conceivable that the Department could request some assistance from local radiological staff during an emergency.
- D. The State Department of Environmental Quality is responsible for decisions on the scope of clean up operations from a hazardous materials incident.

### IV. ORGANIZATION/RESPONSIBILITIES

#### A. Incident Assessment

The Sarpy County Assessor will coordinate the gathering of damage assessment information necessary to complete the Incident Status Report, Annex A, Attachment 3, and for keeping the information updated during the course of the incident. Other responsibilities include, but are not limited to, the following:

1. Establish point of contact with officials of affected jurisdictions and determine approximate area affected.

2. Gather information from all sources, both public and private, that have been affected by the incident as quickly as it is available.
3. Provide updated information gathered from both public and private entities to the Executive Group and the Nebraska Emergency Management Agency using the Incident Status Report from Annex A, Attachment 3
4. Coordinate with the Public Information Officer to keep the public informed of hazardous conditions.

#### B. Record Keeping

Each public and private agency will keep complete records of resources and personnel involved in the response to the emergency or disaster for use in determining the extent of impact of the incident on the jurisdiction.

#### C. Agricultural Damage Assessment

The Farm Service Agency (FSA) will assess the agricultural damages with assistance, as needed, from other USDA agencies. All information will be forwarded to the USDA State Emergency Board and may be available to the Sarpy County Emergency Management Agency Director or designee..

#### D. Radiological/HazMat Damage Assessment - Industrial/Transportation Incident/Accident

1. In the event of a radiological incident, local damage assessment response will be limited to obtaining radiological readings to detect the actual hazard. The Health and Human Services System will accomplish detailed hazard assessment to determine any possible threat to people and livestock (see Annex F, Appendix 1).
2. In case of a hazardous materials incident, local response will be limited to the level of training as defined by standards set by their employer in compliance with OSHA and EPA regulations.

#### E. Inspections

The Sarpy County Planning and Building Inspectors and City Engineers, assisted by Fire and Utility personnel, will complete the safety and habitability inspections of both residents and businesses. The assistance of the State Fire Marshal may be requested. Data obtained during safety inspections will be included in damage assessment reports.



## V. CONCEPT OF OPERATIONS

### A. Initial Assessment

1. Conduct the initial assessment of the facilities considered critical for emergency operations, the health, welfare and safety of the people and for the timely dissemination of public information. Early identification of problems affecting the population will enable the Executive Group to make prompt and efficient decisions concerning resources available and needed.
2. Initial information should include a rough idea of the area involved. Later information would indicate the number of homes, businesses and public buildings involved.
3. After rescue operations have been concluded, more detailed information should be gathered to complete the Incident Status Report updates. This information will be gathered from the organizations and agencies involved and provided to the Executive Group and NEMA.

### B. Detailed Damage Assessment

Using the information from the completed Incident Status Report (Annex A, Attachment 3), and at the request of local government, the decision will be made to gather the information necessary to declare a State or Federal Disaster. If there is a possibility of a Federal declaration, a joint Federal/State team will complete a Preliminary Damage Assessment (PDA).

1. The Nebraska Emergency Management Agency and the Federal Emergency Management Agency will send teams of damage assessment officials who will work with local officials to gather the necessary information and complete the proper forms.
  - a. The teams will conduct assessment training and hold briefings to local officials on how the assessment will be done.
  - b. The teams will provide forms and personnel to complete the assessment.
2. Local officials will provide assistance to aid the State and Federal team members in the gathering of information and records of resources and personnel needed to complete the assessment.

## VI. ADMINISTRATION AND LOGISTICS

The EMA Director or designee will review and update this annex annually.

## VII. TRAINING AND EXERCISING

### A. Training

The training program will be consistent with the five-year Homeland Security Exercise Plan. All training supported by the Homeland Security grant process must be ODP (Office of Domestic Preparedness) approved.

### B. Exercising

All exercises and drills will be evaluated and any follow-up activities conducted in accordance with the Nebraska Homeland Security Exercise and Evaluation Program (NeHSEEP).

## LIST OF ATTACHMENTS

<u>Attachment #</u>	<u>Item</u>	<u>Page</u>
Appendix #		
1	Debris Management Plan	C-7

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## DEBRIS MANAGEMENT PLAN

### I. PURPOSE

- A. To facilitate and coordinate the removal, collection, and disposal of debris. The overall goal is to use existing solid waste best practice strategies and methods to reduce, reuse, recycle, recover, and landfill where feasible.
- B. Debris Management is one piece of the overall disaster response and recovery efforts for a jurisdiction. This Plan addresses the specific Debris Management elements to be considered and addressed in the recovery phase of a disaster.

### II. SITUATION

- A. There are events that could happen that would require this plan to be activated. The most likely events are tornados, floods, windstorms, transportation incidents or accidents, severe winter storms, earthquakes, and debris flow (landslide)
- B. Numerous policy decisions regarding debris management issues can be made in advance by elected officials. Once identified, specific issues and concerns can be addressed through city and county ordinances, such as:
  - 1. Establishing a price gouging ordinance which can only be invoked during a declared emergency;
  - 2. Issuing a disaster declaration in order to relax and streamline the permitting process;
  - 3. Allowing temporary changes to zoning codes to facilitate the location of temporary disposal/reduction site;
  - 4. Emergency purchasing authority.
- C. Consider establishing a county-wide or region-wide Debris Management Committee to identify and address policy concerns and issues in advance of an event.

### III. ASSUMPTIONS

If an emergency or disaster occurs which is of sufficient size that the EOC is opened, this Debris Management Plan will automatically be implemented. The following assumptions should be considered.

- A. Roads will be damaged and alternate routing will be implemented.

- B. Buildings will be damaged and possibly not accessible.
- C. Communications may be impaired.
- D. A local disaster will be declared.
- E. A state or federal disaster may be declared.
- F. Emergency powers may be enacted during a declared disaster for price gouging, temporary suspension of codes, temporary debris sites, etc.
- G. If the damage is beyond jurisdictional boundaries cities may not have the capability to deal with debris and could turn responsibility over to Sarpy County.
- H. All debris may be contaminated and should be evaluated for possible hazardous waste.
- I. Debris may include human victims.
- J. Debris may include dead animals.
- K. Salvageable materials and properties will be saved.

#### IV. RESPONSIBILITY

- A. The Public Works agencies within Sarpy County are responsible for the development, monitoring, and implementation of the Debris Management Plan. Implementation of the Plan must be done in conjunction with other activities through the Emergency Operations Center (EOC).
- B. The Public Works agencies are responsible for establishing mutual aid agreements with other government agencies and utility companies and writing contracts with private contractors.

#### V. CONCEPT OF OPERATIONS

- A. Initial Damage Assessment (IDA)
  - 1. Public Works agencies have the primary responsibility for collecting the initial damage assessment information on damage which has occurred to the infrastructure of the jurisdiction. This includes damage to bridges, roads, and right of ways, culverts, and other lifeline systems which are the responsibility of the local government. Part of the IDA must also include estimating the amount and type of debris which will need to be removed/cleaned up.

2. For reporting, tracking, billing, and other documentation purposes, Debris Removal Activities will be listed as "Category A" on our reporting forms. This will facilitate the transfer of information to the appropriate reporting categories for the State or FEMA.
3. The county EMA Director or designee will coordinate the IDA information on governmental owned buildings, to include estimating the amount and type of debris which will need to be removed/cleaned up.
4. All IDA information will be forwarded to the EOC to determine the overall scope of damage to the public infrastructure, estimated financial impact, and estimated amount of debris which will need to be dealt with.
5. Individual citizen and business/industry damage information from the IDA will be coordinated by the EMA Director or designee and reported to the NEMA using the Incident Status Report found in Annex A, Attachment 3, of this LEOP. Information from the American Red Cross and other VOAD organizations does include limited information on damages to homes and businesses, which could be utilized to determine an extremely rough damage estimate to be included in this report.
6. Information and figures generated as part of the IDA are a rough estimate only to be utilized by NEMA to determine the need to request a PDA from FEMA. All IDA information will be forwarded to NEMA through the local Emergency Management Director or designee.

#### B. Preliminary Damage Assessment (PDA)

1. In the event there is the potential for state or federal assistance, NEMA and/or FEMA will send in a team to conduct a joint Preliminary Damage Assessment. The local jurisdiction is responsible for providing staff to be a part of the joint Preliminary Damage Assessment Team representing local government. The PDA is a quick visit to the disaster area, and is normally conducted in a 24-48 hour period. Not all damages to the infrastructure will be seen, only the larger areas of damage.
2. During the PDA FEMA will look for and document damages done to the public infrastructure, which also includes estimating the amount and types of debris which will need to be removed/dealt with by the jurisdiction and potential mitigation activities. Figures generated from the PDA are used as part of the documentation provided by the State in their formal request for federal assistance.

### C. Temporary Debris Storage Site Evaluation

1. These sites will be identified by the site selection teams from the local jurisdiction with technical assistance from the Nebraska Department of Environmental Quality (NDEQ).
2. The site selection size and area should comply with all applicable county, state, and federal rules and regulations, including Fish and Wildlife, Forestry and Fire Conservation, Historical Preservation, NDEQ permitting, and the Endangered Species Act. Temporary storage/reduction site size should be an appropriate sized acreage for the estimated amount of debris.
3. The sites used in this Plan may be temporary or permanent. Sites may be restricted to one type of material, or may be a multi-use site.
4. Sites may be selected and identified as potential disposal areas prior to a disaster. Prior to using a site, the following activities will be completed:
  - a. Site survey
  - b. Documentation
  - c. Photos/video of area
  - d. Condition of roads
  - e. Soil samples
  - f. Water samples
  - g. Land stability samples

### D. Contract Development and Monitoring

1. Contracts should be developed with:
  - a. Temporary site owners/operators
  - b. Towing Companies
  - c. Rental yards
  - d. Haulers
  - e. Collectors
  - f. Trainers

- g. Develop and deliver training for damage assessment, site monitoring, and debris estimation.
  - h. Phone Company
  - i. Activate lines and additional hotline information.
  - j. Computer Company
  - k. Provide facility and equipment for hotline operators
  - l. Print Shops
  - m. Develop database for public education and placards.
- 2. Types of Contracts
  - a. Time and material contracts
  - b. Unit Price for follow up
  - c. Cost plus fixed fee
  - d. Personal Services: trainers, inspectors, hotline operators
  - e. Land-lease Agreements with landowners
- 3. Specifics
  - a. Pre-approved pricing
  - b. Identification of critical haul routes
  - c. Incentives: recycling, complete early
  - d. Recycling goals
  - e. Odor abatement
  - f. Length of storage to processing
  - g. All reserve right to hire other contractors
  - h. Noise
  - i. Access to area: ingress/egress



#### 4. Contract Monitoring

- a. Mutual Aid Agreements
- b. Private contractors to do monitoring

#### E. Public Information Activities

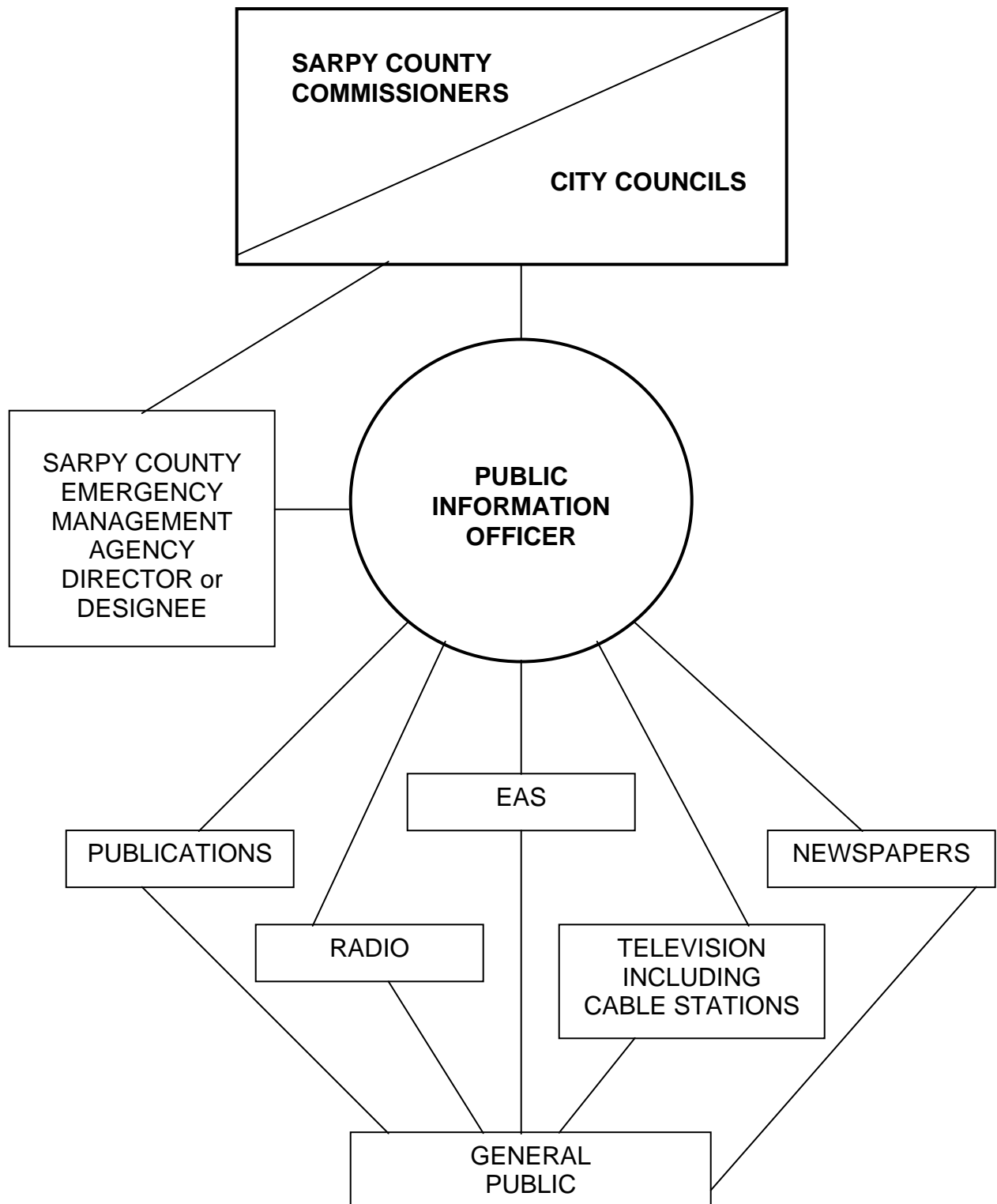
The PIO will be responsible for working with the debris manager, coordinator or assigned personnel to educate the public on debris separation, recycling, disposal methods, pick up schedules, site locations, and drop off procedures. Press releases will be issued through currently established media links. A flier will be created to be distributed from structure to structure (household to household).

#### F. Volunteer Management

1. A volunteer manager will be appointed to deal with volunteers. See Annex L, Attachment 3.
2. Additional volunteers will be used to go from structure to structure with the flier to educate the public on debris recycling. It will include:
  - a. Types of debris recycling and what they are.
  - b. Include dates that a volunteer will be in the neighborhood to assist in questions about separation of debris.
  - c. Dates and times a pick up will occur in the neighborhood.
  - d. The hazards of burning debris, hazardous materials, toxic fumes, smoke, etc.
  - e. Debris drop off points and procedures.
3. Volunteers will leave the flyers on the doors, but be available for questions if the occasion arises.

#### G. State and Federal Agencies

In the event of either a Presidential Emergency Declaration or Major Disaster declaration, Debris Management activities will be coordinated with state and federal agencies. In a large scale event, Debris Removal activities will be written as a Category A project, and mission assignment/assistance may be tasked to a federal agency. This could be the Department of Transportation, US Military, US Army Corps of Engineers, or other Debris Management specialists.

**EMERGENCY PUBLIC INFORMATION**

## EMERGENCY PUBLIC INFORMATION

### I. PURPOSE

The purpose of this Annex is to establish procedures for rapid dissemination of emergency public information and to outline the resources available. During an emergency/disaster, all levels of government are responsible for keeping the public informed of the situation as it develops. It is through a speedy and precise public information program that the populace will be advised of whether or not any hazard exists and gain knowledge of any necessary actions they will need to take to ensure their safety and survival.

### II. SITUATION

- A. Radio station KFAB 1110 AM in Omaha is the Local Primary (LP-1 or LP) Emergency Alert Station for Nebraska Operational Area One (1), which serves Sarpy County. Initial weather alerts and warnings and national emergency warnings are disseminated from this station.
- B. Sarpy County officials will primarily use station KFAB and the EAS system in Omaha to broadcast emergency instructions and information directed to people within the County.
- C. Emergency public information may be disseminated in Sarpy County through an over-ride capability of commercial television stations.
- D. There is one daily and four weekly newspapers in Sarpy County. Newspapers will be used for disseminating written instructions to the general public.

### III. ASSUMPTIONS AND PLANNING FACTORS

- A. There are no known groups of non-English speaking people in Sarpy County. Every household have members who can adequately read the newspaper and/or understand spoken English.
- B. There are provisions for disseminating emergency information to persons with special needs.
- C. During and after a disaster, specific protective action information and advice to the public would be essential to maximize survival and protect property. Most or all members of the public would comply with official advice received by them.

#### IV. ORGANIZATION/RESPONSIBILITIES

- A. The Public Information Officer (PIO) directs all county emergency public information activities. The PIO is responsible for the collection, coordination, and dissemination of emergency public information.
- B. The Public Information Officer has been appointed by, and is the official spokesperson for the County Commissioners and is a member of the Emergency Operations Center (EOC) Staff. The PIO will coordinate all public information activities with the Chief Executive and the Sarpy County EMA Director or designee
- C. The PIO may appoint a supporting staff to assist in the public information functions and ensure the capability of extended operations. Supporting functions may include:
  - 1. Rumor Control,
  - 2. Distribution of emergency information, including broadcast and printed materials,
  - 3. Coordination of emergency public information supplies and equipment requirements as well as volunteer support staff.
- D. The Public Information Officer at the Nebraska Emergency Management Agency, in a disaster situation, has the following responsibilities:
  - 1. Coordinates with and supports the Governor's Office,
  - 2. Coordinates with and supports the local government PIO,
  - 3. Releases information concerning the state's involvement and/or activities.
- E. The federal agency's PIO, when federal support is activated, will have the following responsibilities:
  - 1. Coordinates with and supports the state and local governments PIO,
  - 2. Releases information concerning the federal government's involvement and/or activities.
- F. Volunteer and private organizations PIO should coordinate with the local Public Information Officer and release information concerning their own efforts.

## V. CONCEPT OF OPERATIONS

### A. Coordination

1. The public information program requires a coordinated flow of information from all levels of government and private agencies through a central release point (Attachment 1). This ensures that only accurate information is presented. This will be accomplished through the:
  - a. Coordination and exchange of information between all staff, department heads, and the PIO.
  - b. Collecting, compiling, and verifying information before authorizing releases.
  - c. Releasing information to the media at briefings by the Public Information Officer or an authorized representative.
  - d. Establishing Rumor Control where citizens with questions can receive accurate and verified information. The set-up of Rumor Control must be coordinated with the Communications Officer to ensure adequate public service telephone capabilities. The media will publish/broadcast the Rumor Control telephone number. In addition to answering questions from the public, telephone operators will pass rumor trends on to the PIO and assistance requests to the EOC.
2. Information regarding emergency shelters, feeding, and assistance programs will be disseminated throughout any emergency/disaster period.
3. As a situation develops, use all available media resources to increase public education, instructions, and information (Attachment 2).
4. Disaster information on radio/television and in the newspapers may be monitored to ensure the public is receiving accurate and timely information.

### B. Information Dissemination

1. Joint Information Center (JIC)
  - a. The Joint Information Center is a designated point where the PIO will conduct news briefings and conferences. The Sarpy County Courthouse has been designated as the location where media briefings will be conducted.
  - b. Briefings and conferences will be held at regularly scheduled intervals which will be determined at the time of the disaster.

## 2. Radio and Television

- a. Information requiring immediate broadcast for a local area will be released to radio and television stations via the Emergency Alert System (EAS). Routine information will be given to the media through the Media Release Center briefings.
  - b. The Emergency Alert System (EAS): will be activated through the National Weather Service in Valley, NE, in accordance with the Emergency Alert System Plan.
3. Printed materials such as newspaper releases, flyers, brochures, etc. will be prepared and/or approved by the Executive Group and distributed at the direction of the Public Information Officer.

## C. Support from State Agencies

1. The Nebraska Emergency Management Agency is responsible for the collection, correlation, and dissemination of disaster-related information to appropriate state agencies and the Governor's Office. The Nebraska Emergency Management Agency's Public Information Officer will, during a State of Emergency, coordinate all state public affairs/information efforts with the Governor's Office.
2. The Nebraska Emergency Management Agency has established procedures for rapid dissemination of hazard warning and disaster-related information to local government primarily through the National Warning System (NAWAS) and to the public through the Emergency Alert System (EAS).
3. The Nebraska Emergency Management Agency will coordinate use of the state warning system to ensure that all commercial radio and television stations receive the emergency information.
4. The Nebraska Education Television Network, in conjunction with the Nebraska Commission for the Hearing Impaired, will, by law, provide text decoding to the hearing impaired for all programming to include area and statewide disaster warnings.
5. The Nebraska Emergency Management Agency's Public Information Officer will work closely with the local government and provide assistance, particularly in preparing and disseminating information to the public concerning disaster recovery centers.
6. State agencies will support local governments by providing reports of potential and existing widespread hazardous conditions.

7. The Nebraska State Patrol, in coordination with the Department of Roads, will provide road conditions to affected agencies, the media, and the general public.
8. Subsequent to a Presidential Declaration, the Public Information Officers of all state agencies involved in disaster recovery efforts will coordinate activities with the federal agencies involved through the PIO from the Nebraska Emergency Management Agency and the Governor's Office.

D. Support from Federal Agencies

1. The National Weather Service has the primary responsibility for issuing weather related disaster warnings to the public.
2. Under a Presidential emergency or a major disaster declaration, the Federal Emergency Management Agency's (FEMA) Public Information Officer will coordinate and be responsible for release of public information concerning federal assistance.

E. Support from Volunteer Agencies and Organizations

Volunteer and private organizations will be evaluating the situation and making internal determinations of the level of assistance they can provide. Each organization in coordination with state and local government will be providing public information concerning their efforts.

F. Support from Media

Arrangements have been made with local media organizations to ensure rapid dissemination of emergency public information.

VI. ADMINISTRATION AND LOGISTICS

- A. The Public Information Officer should meet annually with local government officials, the Emergency Management Director or designee, and media representatives to review this Annex and coordinate operating procedures.
- B. The Emergency Management Director or designee will revise this Annex based upon the recommendations of the PIO.
- C. Every effort will be made to incorporate media involvement in exercises of this Plan.

## VII. TRAINING AND EXERCISING

### A. Training

The training program will be consistent with the five-year Homeland Security Exercise Plan. All training supported by the Homeland Security grant process must be ODP (Office of Domestic Preparedness) approved.

### B. Exercising

All exercises and drills will be evaluated and any follow-up activities conducted in accordance with the Nebraska Homeland Security Exercise and Evaluation Program (NeHSEEP).

## LIST OF ATTACHMENTS

<u>Attachment #</u>	<u>Item</u>	<u>Page</u>
1	Information Flow Chart	D-8
2	Public Information Resources	D-10



## EMERGENCY INFORMATION FLOW

### A. Assumptions/Planning:

1. All emergency information and communications support the local jurisdiction's activities during an event.
2. The size or severity of the event determines the extent of support or participation from other county jurisdictions, levels of government, supporting agencies.
3. All hazards, man-made, technical or natural, may require public information releases.

### B. Direction and Control:

#### Sources of Emergency News, Information, Instructions

<b>LOCAL</b> (Positions that generate information and instructions)	<b>STATE</b> (Positions that generate information and instructions)	<b>FEDERAL</b> (Positions that generate information and instructions)
County, City Chief Elected Officials	Governor's Office	NAWAS
County Emergency Management	NEMA	FEMA, Federal Coordination Officer
Regional Emergency Manager	State Agencies supporting local response and recovery	Federal Agencies supporting local incident
Incident Commander	Volunteer Organizations	
Fixed Facility Coordinator (some Hazmat incidents)		

### C. Responsible Positions:

#### Public Information Officers who release official information.

<b>LOCAL</b> (Coordinates with and supports County, City PIO)	<b>STATE</b> (Coordinates with and supports County, City PIO)	<b>FEDERAL</b> (Coordinates with and supports County, City and State PIO)
Local Law, Fire PIO	Governor's Communications Director	Federal Public Affairs PIO
Local Agencies PIO	NEMA PIO	Federal Agencies PIO
Local Hazmat Facility PIO	State Agencies PIO	

D. Information Release Points:

NAWAS, EAS Areas, Local EOC, State EOC, Joint Information Center, Media Release Point

E. Ways Public Receive Information:

Local, regional, and national radio, television, cable; newspapers; Internet outlets, and face-to-face.

## PUBLIC INFORMATION RESOURCES

**RADIO**

## EAS Local Primary STATION

KFAB - 1110 AM / KEFM - 96.1 FM  
KXKT - 103.7 FM / KGOR - 99.9 FM  
KRQC - 93.3 FM  
5010 Underwood Avenue  
Omaha, NE 68132

Phone: 561-2000 or 556-8000  
Fax: 556-5791  
24 Hour: 556-5060  
Contact: Tom Stanton

KOMJ - 590 AM / KBBX - 1420 AM  
KOSR - 1490 AM / KEZO - 92.3 FM  
KQCH - 94.1 FM / KSRZ - 104.5 FM  
KKCD - 105.9 / KBBX 97.7 FM (Spanish)  
5030 N. 72<sup>nd</sup> Street  
Omaha, NE 68134

Phone: 592-5300  
Fax: 573-0139  
Hotline: 573-NEWS  
Contact: Bill Jenson

KKAR - 1290 AM / KQKQ - 98.5 FM  
KOIL - 1020 AM / KLTQ - 101.9 FM  
KYDZ - 1180 AM / KOZN - 1620 AM  
KCTY - 106.9 FM / KBLR - 107.7 & 97.3 FM  
5011 Capitol Avenue  
Omaha, NE 68132

Phone: 342-2000  
Fax: 827-5294  
24 Hour: 342-1290  
News Desk: 977-9297  
Contact: Terry Leahy

KVNO - 90.7 FM  
6001 Dodge Street  
Engineering Building, Rm. 200  
Omaha, NE 68182

Phone: 554-2716  
Fax: 554-2440  
Contact: Mike Hagstrom

**TELEVISION****EAS PRIMARY STATION**

KETV (ABC) Channel 7  
2665 Douglas Street  
Omaha, NE 68131

Phone: 978-8954  
Fax: 978-8931  
Contact: Roseanne Shannon

WOWT (NBC) Channel 6  
3501 Farnam Street  
Omaha, NE 68131

Phone: 346-6666  
Fax: 233-7888  
Contact: John Clark  
After Hours: 233-7322

KMTV (CBS) Channel 3  
10714 Mockingbird Drive  
Omaha, NE 68127

Phone: 592-3333  
Fax: 592-4714  
Contact: Lisa Ellis  
After Hours: 592-4330 or 592-4331  
Phone: 554-4282  
Fax: 554-4279  
Contact: Carl Mann

KPTM (FOX) Channel 42  
4625 Farnam Street  
Omaha, NE 68132

KXVO (Ind) Channel 15  
4625 Farnman Street  
Omaha, NE 68132

Phone: 558-4200  
Fax: 554-4290

Cox Cable of Omaha  
11505 W. Dodge Road  
Omaha, NE 68154

Phone: 933-2000  
Fax: 933-0011  
Contact: Jean L.

### **NEWSPAPERS**

Omaha World Herald  
1334 Dodge Street  
Omaha, NE 68102

Phone: 444-1000  
Fax: 345-0183  
News Desk: 444-1304

Bellevue Leader  
604 Fort Crook Road North  
PO Box 1219  
Bellevue, NE 68005

Phone: 733-7300  
Fax: 733-9116  
Contact: Dixie Cavner

Papillion Times  
Gretna Breeze  
Springfield Monitor  
1413 S. Washington, Ste. 300  
Papillion, NE 68046

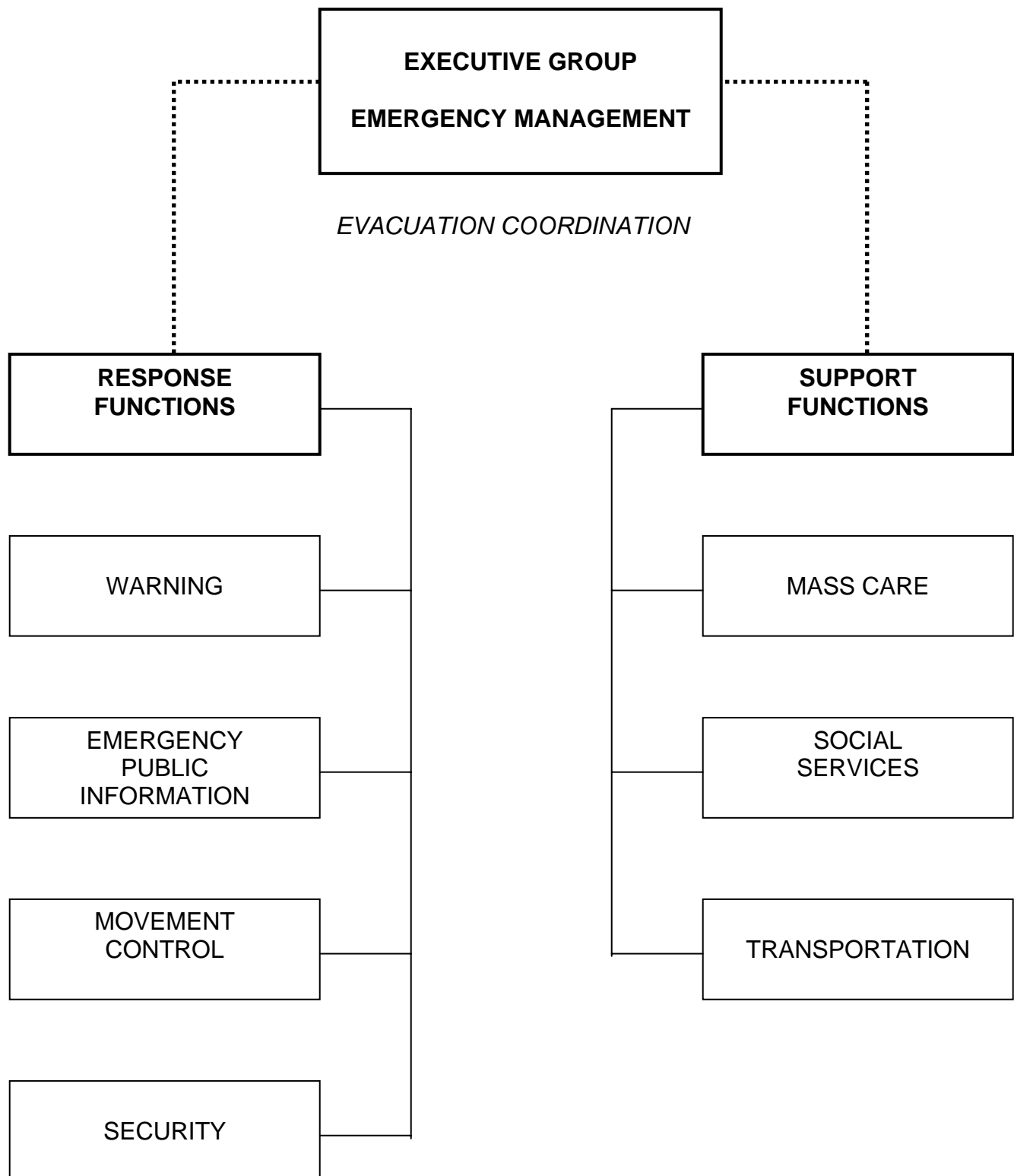
Phone: 339-3331  
Fax: 537-2998  
Contact: Ann Oatman

Gretna Guide and News  
620 N. Hwy 6  
Gretna, NE 68028

Phone: 332-3232  
Fax: 332-4733

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# EVACUATION



## EVACUATION

### I. PURPOSE

To provide for the timely and orderly evacuation of all or any part of Sarpy County when it is determined that such action is the most effective means available for protecting the population.

### II. SITUATION

- A. The Sarpy County Hazard Analysis identifies hazards that could result in the need to evacuate. The most probable of these are floods, hazardous materials incidents and fires.
- B. Some degree of flooding along the Platte River occurs on an almost annual basis. While much of this involves lowland agricultural flooding, damage to public property (bridges, highways, and county roads) is a primary concern. Maps showing the 100 year flood plain are located at the Sarpy County Planning and Building Inspector's Office. The County could also be affected by failure of Dam Sites 20 and 21 in Sarpy County as well as the Kingsley Dam located in Keith County, NE. See Appendix 1 for flooding details.
- C. Anhydrous ammonia and other hazardous materials are stored throughout the county. An accident could require the evacuation of a large number of residents. Transportation accidents on Highways 75, 370, 31, 6 or I-80, the Union Pacific or Burlington Northern Railroads, or involving a river barge could affect evacuation movement.
- D. There are places where large gatherings occur. Among these are the schools in the county with a student population over 17,000 and Bellevue University with a population of approximately 3,000 students and faculty. Other facilities that could pose special evacuation problems are Offutt Air Force Base and the Alegent Midlands Community Hospital in Papillion.

### III. ASSUMPTIONS AND PLANNING FACTORS

- A. While some evacuations allow time for planning, the worse case assumption is that there will be little or no warning of the need to evacuate. This decision to evacuate could occur day or night.
- B. Maximum traffic congestion should be expected.

- C. Most people will use their own vehicles to leave the evacuated area. In urban areas, additional time is required to inform citizens, develop assembly areas, load and transport those needing mass transportation.
- D. There would not normally be time to obtain manpower support from outside the county. Local government resources could be severely stressed.
- E. Evacuees will have little preparation time and may require maximum support in reception centers, particularly in the areas of food, bedding, clothes, and medical supplies.
- F. Reception centers may not be fully set up to handle the evacuees.
- G. Voluntary evacuation probably will not have occurred; however, voluntary evacuation could occur after the public has been advised of a potential problem or danger, even though the situation does not warrant an official evacuation. Under this situation:
  - 1. Voluntary evacuation in excess of 50 percent of the residents of the affected area is a possibility if there is an extended danger period.
  - 2. News reports of a hazard situation may cause some voluntary evacuation.
  - 3. If evacuation is directed for a small area, then voluntary evacuation of adjacent areas should be expected.
  - 4. A large percentage of voluntary evacuees will leave because they have a place to go such as to relatives, friends, etc.
- H. Some people will refuse to evacuate.
- I. State and federal highways receive priority snow removal by the Department of Roads and are expected to be open at all times. County roads in the area are mainly graveled, and the road networks are sufficiently developed that alternate routes can be developed if temporary closures are experienced. School bus routes, which receive county priority clearance, will also support area evacuation.

#### IV. ORGANIZATION/RESPONSIBILITIES

The overall responsibility for issuing evacuation orders rests with the Chief Elected Executives of the affected political subdivisions. When there is an immediate need to protect lives and provide for public safety, the Incident Commander can make the decision to evacuate. Key organizational requirements are:



A. Local Emergency Management Agency Director or designee:

Responsible for advising the Executive Group on the evacuation decision, for coordinating evacuation support activities, providing for special transportation needs, and managing resources.

B. Law Enforcement Agencies:

Responsible for conducting actual evacuation efforts, for designating evacuation routes, providing traffic and movement control, and establishing security of the evacuated area. If necessary, they will also assist in warning the public.

C. Fire Departments:

For hazardous material and fire incidents, responsible for on-scene control and for advising executives on the evacuation decision. Also responsible for fire security in evacuated areas and assistance in warning the public.

D. Public Works Director / County Highway Superintendent / Street Superintendent:

Responsible for maintenance of evacuation routes and for providing traffic control devices.

E. Public Information Officer:

Responsible for dissemination of emergency information advising the public of what evacuation actions to take.

F. American Red Cross:

Responsible for coordinating mass care activities including registration, lodging, and feeding. This effort will be supported by the Salvation Army and other service organizations. Mass care operations are defined in Annex I.

G. Papillion Office, State Department of Health and Human Services:

Will ensure that Social Service programs are continued and supported by other area programs, such as Eastern Nebraska Office on Aging, and may assist in crisis counseling and other activities for the handicapped, infirm and elderly. Social Services actions are defined in Annex G.

H. Game and Parks Commission:

Will assist evacuation efforts in state parks and recreation areas during major emergency/disaster operations, and then support other law enforcement agencies.

I. Affected Facilities (Hazardous Materials Incident):

The Facility Emergency Coordinator will advise officials if the facility management recommends evacuation or in-place shelter.

V. CONCEPT OF OPERATIONS

A. Direction and Control

The Emergency Operating Center may have been activated because of the primary hazard event. Executive direction and control of the incident and any ensuing evacuation may be conducted from the EOC as outlined in Annex A. The EMA Director or designee may coordinate all evacuation support activities.

B. Evacuation Order

1. The Chief Executive of the affected political subdivision will normally order an evacuation.
2. In situations where rapid evacuation is critical to the continued health and safety of the population, the Incident Commander may order an evacuation.
3. During floods, evacuation orders will generally be initiated after evaluation and recommendation of the Papio-Missouri Natural Resources District, the National Weather Service or the US Army Corps of Engineers. Dam failure/flooding considerations are in Appendix 1 of this Annex.
4. In the event of a radiological incident/accident, the evacuation order will be based on the recommendation of the State Health and Human Services System, Regulation and Licensure.

C. Evacuation Decision Considerations

Evacuation may be only one of several protective action alternatives. Decision makers must exercise care to ensure that a directed evacuation will not place the affected population into a more dangerous situation than posed by the primary hazard. When ordering the evacuation, the following considerations should be addressed:

1. Weather conditions,
2. Evacuation routes, their capacities and susceptibilities to hazards,
3. The availability and readiness of shelters for evacuees,

4. Modes of transportation for evacuees and for those unable to provide their own,
5. The location in the evacuation area of special needs individuals including nursing home or hospital patients. These may pose unique evacuation problems and the evacuation itself could be more life threatening than the initial hazard.
6. In the event of a hazardous material incident the choice needs to be made between evacuation and in-place shelter. The decision should be based on the speed, and density of the plume and the chemical substance involved.

#### D. Evacuation Area Definition

The definition of the area to be evacuated will be determined by those officials recommending or ordering the evacuation based on the advice of appropriate advisory agencies. In the case of hazardous materials incident/accidents, fire chiefs should refer to DOT Hazardous Materials Emergency Response Guidebook, or follow the recommendation provided by CHEMTREC. In all cases, the hazard situation will be continually monitored in case changing circumstances, such as a wind shift, require redefinition of a potentially affected area. The PIO will ensure that the evacuation area is described to the public in understandable terms.

#### E. Public Notification

Persons to be evacuated should be given as much warning time as possible.

1. Pre-evacuation Warning: On slow moving events, pre-evacuation notice should be given to affected residents. Residents should be advised that they might have to move out with little or no notice. Consideration should be given to early evacuation of schools and large gatherings. Hospital and nursing homes will be kept fully advised of the situation and be given earliest possible warning because of the extra time required to evacuate.
2. Evacuation Warning: All warning systems will be utilized to direct the affected population to evacuate. Wherever possible, the warning should be given on a direct basis as well as through the media. The use of vehicles moving through the affected area with sirens and public address is usually effective. Door-to-door notification should be considered, particularly in rural areas. Responders should sweep the evacuated area to ensure all persons have been advised. Persons refusing to follow evacuation instructions will be left alone until all who are willing to leave have been provided for. Time permitting, further efforts may be made to persuade them to evacuate.
3. Emergency Public Information: the Public Information Officer will ensure that evacuation information is disseminated to the media in a timely manner.

Instructions to the public such as traffic routes to be followed, location of temporary reception centers as well as situation updates will be issued as that information becomes available. Specific public information guidelines are contained in Annex D.

#### F. Movement

Law enforcement agencies will direct and control the vehicular and pedestrian traffic flow during the evacuation.

1. Evacuation routes will be selected at the time of the evacuation decision.
2. Evacuation procedures and instructions will be part of the warning and subsequent public information releases.
3. If at all possible, two-way traffic will be maintained on all evacuation routes to allow continued access for emergency vehicles. Specific traffic control points will be determined at the time based on anticipated traffic volume and identifiable problem areas.
4. Law enforcement will coordinate the use of wrecker services needed to clear disabled vehicles.
5. Traffic control devices such as signs and barricades will be provided by the Sarpy County Highway Department or City Street Department, as appropriate.

#### G. Transportation

The EMA Director or designee will determine requirements for special transportation and coordinate the use of transportation resources to support the evacuation.

1. Assembly Area: If the potential evacuated population is of significant size, there could be many people without private transportation. Convenient centralized locations in the evacuation area, such as schools or churches, will be identified as assembly areas. These locations will be announced in evacuation instructions issued by the Public Information Officer. Residents will be instructed to go to the assembly areas for transportation.
2. Special Needs Transportation: There could be cases where elderly, infirm or handicapped persons in the evacuation area will not be able to get to the assembly point or would need special type of transport. The Emergency Program Manager will make provisions for the use of government or volunteer vehicles to transport these individuals. The public will be instructed to notify the Office of Emergency Management of any special transportation problems.

3. Health Care Transportation: The evacuation of nursing homes or the hospital poses special transportation problems. The EMA Director or designee will coordinate with the respective institution administrator to determine specific transportation needs. Ambulances from fire departments within Sarpy County are the primary resource for medical transport.
  4. Transportation Resources: Buses operated by the school would all be available during emergencies. The Sarpy County EMA Director or designee maintains a listing of all such resources (Annex L).
- H. While many evacuees will go to the homes of friends and relatives, there may be requirements for temporary mass lodging and feeding. Mass care of evacuees will be managed by the American Red Cross. Mass Care operations are covered in Annex I.

I. Health Care Facilities

Evacuations of health care facilities create special problems and may extend the time required to clear the affected area. Health care evacuation considerations are addressed in Annex G.

J. Schools

Schools in the effected areas will be closed and students will be transported to reception areas. All schools have internal emergency evacuation plans.

K. Access Control

Law enforcement agencies will establish a perimeter control to provide security and protection of property. An access pass system will be established.

L. Re-entry

Reoccupation of an evacuated area requires the same considerations, coordination, and control of the items undertaken in the original evacuation. The re-entry decision and order will be made by chief executives after the threat has passed and the evacuated area has been inspected by fire, law, health, and utilities personnel for safety. Some specific re-entry considerations are:

1. Ensure that the threat which caused evacuation is over,
2. If needed, ensure that homes have been inspected to determine if they are safe to return to,
3. Determine the number of persons in-shelter who will have to be transported back to their homes,

4. If homes have been damaged, determine the long term housing requirements,
5. Coordinate traffic control and movement back to the area,
6. Inform the public of proper re-entry actions, particularly cautions they should take with regard to reactivating utilities. In addition, issue proper clean-up instructions, if necessary.

#### M. State Support

Under disaster conditions, evacuation support and resources may be available from a number of state agencies. Assistance will generally be requested through the Nebraska Emergency Management Agency. Assistance includes manpower, transportation, supplies, and technical advice. The following agencies may become involved in the emergency evacuation of an area.

1. Department of Roads: The Department of Roads will provide updated information on road conditions, load bearing capacities and usability to support evacuation or rerouting of traffic. They will also provide equipment and manpower to maintain or repair roads and bridges to usable condition in support of an evacuation. Personnel may assist in traffic control by erecting barricades, warning lights and signs, or providing manpower.
2. Health and Human Services System: The Nebraska Health and Human Services System will make recommendations to local authorities and the Nebraska Emergency Management Agency regarding health problems within an area which may dictate that evacuation of that area is necessary. Special consideration will be given to hospital and nursing home evacuation. If an evacuation is initiated, maintenance of the health standards in reception areas will be closely monitored. This agency is responsible for preventing overcrowding, the spread of disease, and the development of unsanitary conditions/practices.
3. State Fire Marshal: The State Fire Marshal may recommend that evacuation of an area be initiated because of an existing fire emergency. The State Fire Marshal may coordinate manpower from local fire departments for disaster assistance.
4. Nebraska State Patrol: The State Patrol will establish control points for traffic control, assist in maintaining order, may issue passes to prevent unauthorized entry into areas, obtain medical help and direct emergency vehicles to the proper destination within the disaster area.
5. Nebraska National Guard: The National Guard will provide support to the civil authorities when authorized by the Governor. Any National Guard facility or area may be used as an assembly or dispersal area in support of

evacuation procedures with the approval of the Nebraska National Guard on request by the Nebraska Emergency Management Agency.

6. Game and Parks Commission: The Game and Parks Commission field personnel may be able to provide information on local conditions or augment law enforcement personnel in traffic control. The Game and Parks Commission also has boats available to assist in evacuation during floods.

## VI. ADMINISTRATIVE

The Sarpy County Emergency Management Agency Director or designee is responsible for annual review and update of this Annex.

## VII. TRAINING AND EXERCISING

### A. Training

The training program will be consistent with the five-year Homeland Security Exercise Plan. All training supported by the Homeland Security grant process must be ODP (Office of Domestic Preparedness) approved.

### B. Exercising

All exercises and drills will be evaluated and any follow-up activities conducted in accordance with the Nebraska Homeland Security Exercise and Evaluation Program (NeHSEEP).

## LIST OF ATTACHMENTS

<u>Attachment #</u>	<u>Item</u>	<u>Page</u>
<u>Appendix 1</u>	<u>Flood\Dam Failure Evacuation</u>	E-11

## FLOOD/DAM FAILURE EVACUATION

I. PURPOSE

To identify actions required to evacuate the population and protect facilities threatened by flood or dam failure.

II. SITUATIONA. River Basins: Lower Platte, Elkhorn and Missouri Tributaries1. Lower Platte River Basin

Flooding remains a problem in this basin. Urban and high value agricultural development on the flood plains, and a relatively high frequency of flooding combine to cause high flood damages. Soil loss from water erosion is a problem. Gully erosion in the more rugged portions of the glacial till area, and stream bank erosion on the Platte River and Salt Creek cause localized problems. A number of rivers and creeks converge in the lower end of this basin. Some Nebraska areas along the river still experience damaging floods, in spite of flood protection constructions. Tributary streams contribute to the flood problem and can produce flash floods.

2. Elkhorn River Basin

Floods are always a threat, with a damaging flood occurring somewhere in the basin nearly every year. Ice jams during spring break-up are quite prevalent and contribute heavily to the flood problem. Stream bank erosion is a serious problem along parts of the Elkhorn River and the Logan and Union Creeks.

3. Missouri Tributaries River Basin

Floods are common along many of the tributaries because of rapid runoffs from the steep hills, making this one of the more severely damaged areas in the State. There are occasional floods along the mainstream of the Missouri River. Sheet, rill, and stream bank erosion are significant problems, due to steep stream channels, lost soil, rapid runoff from steep hills, and flood flows.

## 4. Approximately ten (10%) of the population of the county reside within the 100-year flood plain as defined on the National Flood Insurance Maps. Estimates of the population affected are:



<u>Flood Plain</u>	<u>Population</u>
Papillion	10%
Springfield	20%
Bellevue	10%
LaVista	2%
County (Rural)	10%
TOTAL	10%

## B. Dams Which Could Affect Sarpy County

1. Upper Missouri River Dams  
(Oahe, Big Bend, Fort Randall, Gavins Point Dams, all in South Dakota)

Owner: Corps of Engineers, Omaha District

Emergency Preparedness Plan: September, 1985

Inundation Area: Combined failures of all four dams would affect Bellevue, Papillion and LaVista. Inundation areas would be greater than the 100 year flood inundation areas. Papillion Creek would be affected to west of Papillion. The Platte River would be affected to just southeast of Springfield. LaPlatte would be entirely inundated.

2. Papillion Creek Dam - Site 16

Owner: Corps of Engineers, Omaha District.

Emergency Preparedness Plan: Revised 1995

Inundation Area: Would affect the Big Papillion Creek through Sarpy County. The area affected would be less than the 100-year floodplain, with the greatest affect on Chalco and portions of Papillion. Refer to the Papillion Creek Dam - Site 16 Contingency Plan.

3. Papillion Creek Dam - Site 18

Owner: Corps of Engineers, Omaha District.

Emergency Preparedness Plan: Revised 1995

Inundation Area: Would affect the West Branch of the Papillion Creek beyond its confluence with the Big Papillion Creek. The area affected would be greater than the 100-year floodplain, with the greatest affect on downtown Papillion. Refer to the Papillion Creek - Dam Site 18 Contingency Plan.

## 4. Papillion Creek Dam - Site 20

Owner: Corps of Engineers, Omaha District.

Emergency Preparedness Plan: 1993

Inundation Area: Would affect the entire Papillion Creek as far east as it extends. In Sarpy County, area affected would be slightly greater than the 100-year flood plain with the greatest affect on Chalco and portions of Papillion, which would approach 100 percent inundation. Refer to the Papillion Creek Dam - Site 20 Contingency Plan for detailed maps.

## 5. Walnut Creek Dam - Site 21

Owner: Corps of Engineers, Omaha District.

Emergency Preparedness Plan: 1996

Inundation Areas: Failure would be equivalent to slightly less than a 100-year flood in the West Branch of the Papillion Creek, from north of the Dam to the confluence with the Papillion Creek. Refer to the Local Emergency Operations Plan in Response to Dam or Reservoir Incidents - Papio Dam Site 21.

## 6. Kingsley Dam

Owner: Central Nebraska Public Power District

Emergency Preparedness Plan: Revised December, 2003

Inundation Areas: Failure would be equivalent to a 500-year flood throughout western and southern Sarpy County, including much of the area south of Offutt AFB. Backwater rises can also be expected on the Buffalo, Springfield and Papillion Creeks, and the Missouri River. Refer to the Emergency Action Plan for the Kingsley Dam for detailed maps.

## D. Potential Effect of Dam Failure

Approximately 3.8 percent of the population of Sarpy County could be affected by the failure of one or more of the Corps of Engineers Dams. Estimates of the population at risk are:

Population in Inundation Areas

Papillion	25%	3,053
County (Rural)	2%	884
TOTAL		3,937

A much larger population would be affected by the failure of the Kingsley Dam. A 500-year flood would affect Vencil's Island, Beacon View, Thomas Riverside Acres, Villa Springs, Hawaiian Village, Chris Lake, Hanson Lake, and LaPlatte, as well as numerous residents along the Platte and Missouri Rivers.

### III. RESPONSIBILITIES

- A. The National Weather Service is responsible for notifying and advising local government when conditions exist that could cause flooding.
- B. The owner/operator of each dam, as listed in Section II C, is responsible for the safe operation and maintenance of dam structures. They are also responsible for notification or alerting local jurisdictions promptly in the event of a threat situation which could affect persons downstream.
- C. Local government responsibilities are as defined elsewhere in this Plan for all hazards. In addition, the Emergency Program Manager, in coordination with the County Highway Superintendent (County Flood Control Officer), is responsible for monitoring high water conditions and for coordinating warning systems. The County Highway Superintendent is primarily responsible for maintaining the flood gauge system, and the Public Works Directors of any affected communities will make recommendation on evacuation decisions. Other flooding responsibilities:
  - 1. Papio-MO NRD, county highway or the appropriate city will provide sandbagging activity, emergency dike/levee repair, construction of temporary dikes.
  - 2. Papio-MO NRD, county highway or the appropriate city will monitor conditions of local dams: sandbag or effect temporary repairs, if necessary.
  - 3. Papio-MO NRD, county highway or the appropriate city will inspect bridges and approaches to bridges after water subsides to determine safety of use.
- D. The Sarpy County Communications Center is responsible for disseminating warnings concerning dam failures or emergencies to all affected local governments.

### IV. CONCEPT OF OPERATIONS

This section will address unique aspects of evacuation under threat of flood or dam failure.

#### A. Notification of Threat

- 1. General flooding: Lower Platte, Elkhorn, and Missouri Rivers: the potential for flooding will be closely monitored by the National Weather Service and the Nebraska Emergency Management Agency as well as other state agencies.

Advisories will be passed by these agencies to the Sarpy County Emergency Program Manager. Local monitoring of river conditions will augment this information. Sarpy County EMA can access the Hydromet Remote Monitoring System in the Papillion basin during Spring, Summer and Fall.

2. Flash flood: Notification of the potential for flash flooding will be received from the National Weather Service in the form of flash flood watches or warnings.
3. Dam failure or emergency release: Dam owners or operators will notify the Sarpy County Sheriff of potential or actual problems at their respective dams; see Section II B and appropriate Dam Emergency Plan. Backup notification will come from the State Warning Point or the Nebraska Emergency Management Agency to the Sarpy County Office of Emergency Management.

#### B. Increased Readiness Measures

1. On receipt of a flood watch, the Sarpy County Emergency Program Manager will ensure that flood monitoring procedures are implemented, see Annex B.
2. On receipt of a flood warning or notification of a potential or actual emergency, the Sarpy County Communications Center will alert and advise all affected communities and key facilities.
3. Preparations will be carried out for the movement of people and critical equipment from the affected areas. The Sarpy County Emergency Program Manager will notify support agencies and organizations; and the public will be notified through the Emergency Alert System (EAS).

#### C. Dam Failure - Response Times Available (Predicted Time of Maximum Elevation)

1. Papillion Creek Dam - Site 16 (Standing Bear Lake)

Spillway design, dam breach or failure flood:

- a. 2 hours and 9 minutes to Harrison Street
- b. 6 hours and 10 minutes to Highway 370

2. Papillion Creek Dam - Site 18 (Zorinsky Lake)

- a. Dam Failure:  
1 hour and 30 minutes to I-80 and Harrison Street
- b. Spillway design or breach flood:  
3 hours and 40 minutes to I-80 and Harrison Street

## 3. Papillion Creek Dam - Site 20 (Wherspann Lake)

- a. Piping Failure:
  - 1) 50 minutes to Chalco
  - 2) 56 minutes to Highway 50
- b. Spillway design flood without dam failure:
  - 1) 1 hour and 36 minutes to Chalco
  - 2) 1 hour and 45 minutes to Highway 50
- c. Spillway design flood with dam failure:
  - 1) 1 hour 26 minutes to Chalco
  - 2) 1 hour and 33 minutes to Highway 50

## 4. Upper Missouri River Dams:

Oahe Dam Failure with failure of other three dams in series: 2.9 to 4.0 days

## 5. Kingsley Dam:

After failure, the peak flood stage will reach:

Vencil's Island in approximately 120.7 hours,  
Bellevue in approximately 132.8 hours.

Refer to the Emergency Action Plan for the Kingsley Dam for detailed maps.

D. Key Facilities in Inundation Areas

- 1. Papillion School
- 2. Portions of the Papillion Central Business District
- 3. Papillion Sewage Disposal Plant
- 4. Offutt AFB runways (Upper Missouri River Dams)
- 5. Burlington Northern Santa Fe railroad tracks (Upper Missouri and Kingsley Dams)
- 6. Highway 6 (Kingsley Dam)
- 7. I-80 Bridge (Kingsley Dam)
- 8. Highway 50 Bridge (Kingsley Dam)
- 9. Highway 73-75 Bridge (Kingsley Dam)

## 10. Arcadian Corporation (Kingsley Dam)

E. Special Notification Procedures

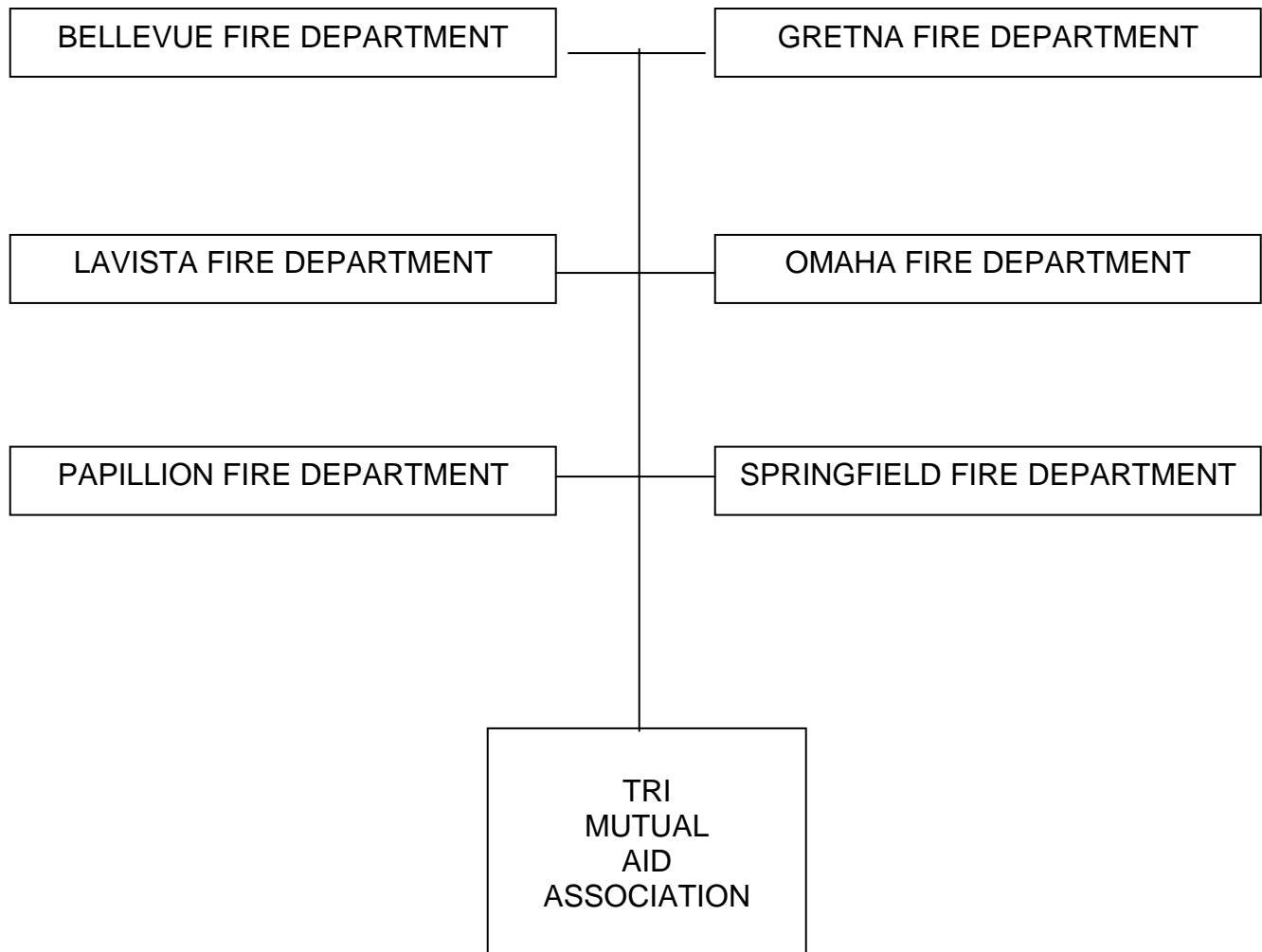
In the event of an emergency with a Papillion Creek Dam, an Upper Missouri River Dam, or the Kingsley Dam, the Sarpy County sheriff will make direct contact with those residences located in potential inundation areas.

F. Evacuation Decisions

The decision to evacuate any flood or inundation area will be made by the executives of affected jurisdictions based on recommendations from the County Highway Superintendent and/or Public Works Directors. In the event of immediate danger, the Incident Commander may make evacuation decisions.

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## **FIRE SERVICES**





## FIRE SERVICES

### I. PURPOSE

The purpose of this Annex is to provide for a coordinated response for Fire Services during, or as a result of, a natural or man-made disaster or a nuclear crisis.

### II. SITUATION

- A. Sarpy County is vulnerable to various severe weather phenomena and failure of man-made structures that have the potential to destroy property and cause loss of life.
- B. There are major vehicular and rail transportation routes that pass through the county. Both truck and train traffic transport hazardous materials. In addition, there are a number of sites within the county for hazardous material storage. Because of this, the potential exists for both accidents and incidents involving hazardous materials.
- C. A risk analysis of fixed facilities and known transportation routes where potential release situations with possible consequences beyond the boundaries of the facility or adjacent to the transportation route was completed in conjunction with SARA Title III planning.
- D. Sarpy County is served by six Fire and Rescue Departments. See Attachment 1. All Fire Departments are members of the Tri Mutual Aid Association.
- E. There are no private or company fire brigades located in Sarpy County.

### III. ASSUMPTIONS AND PLANNING FACTORS

- A. Existing fire personnel and equipment will be able to handle most emergency situations through their own resources or mutual aid.
- B. Clearing roads to permit passage of emergency vehicles will be a high priority responsibility of Public Works subsequent to any disaster. See Annex K.
- C. Law enforcement will handle on-scene traffic and crowd control to permit access for emergency personnel and equipment.
- D. The Nebraska Department Of Health And Human Services Regulations and Licensure will advise the local Fire Departments on the radiological response activities of a radiological incident/accident involving Sarpy County.

#### IV. ORGANIZATION/RESPONSIBILITIES

- A. The primary responsibilities of the Fire Services are: prevention and suppression of fires; rescue services; and response to hazardous material incidents.
- B. The Fire Chief of each district in the County is designated as the Community Emergency Coordinator (CEC) for hazardous materials incidents as defined in the Superfund Amendment. As CEC, the Fire Chief:
  - 1. Receives notification from facilities or the Sarpy County Communications Center that an accidental release of an extremely hazardous substance has occurred.
  - 2. Makes determination to implement those portions of the plan relating to hazardous material incident response, as necessary.
  - 3. Provides notification to the Local Emergency Planning Committee and the public that the plan has been activated.
- C. The Fire Chief of each individual jurisdiction or fire district is responsible for the coordination, planning, training, and development of Fire Department operational policy for the jurisdiction including:
  - 1. Fire Fighting,
  - 2. Coordination of Fire Services during a natural disaster,
  - 3. Acting in his role as CEC, coordinate with other governmental response authorities and Facility Emergency Coordinators in the event of a hazardous material incident.
- D. During emergency operations, the Fire Chief(s) of the affected jurisdiction(s), or a designated representative, will serve as a member of the EOC staff.
- E. In the event of a situation that affects more than one Fire Department in the county and a central Emergency Operations Center is activated, each department will select a member to represent their district on the EOC Staff. This representative will:
  - 1. Coordinate data regarding requirements (i.e., personnel, equipment, supplies, reporting requirements, etc.) of the Fire Departments.
  - 2. Act as a liaison between Fire Departments and the local government and other agencies/organizations.

3. Report general activities and status of Fire Services at EOC briefings.

F. Overall Fire Service Responsibilities are:

1. Fire Chief

- a. Develop standard operating procedures, provide training, use the Incident Command System per the NIMS and policies for the department.
- b. Coordinate and direct volunteers assisting the Fire Department.
- c. Maintain current file of information submitted under Title III to include:
  - 1) List of reporting facilities and the Facility Emergency Coordinators (FEC).
  - 2) Material Safety Data Sheets (MSDS), Inventory lists or Tier II reports.
- d. Develop departmental tactical response plans for facilities where hazardous materials are produced, used, or stored.
- e. Coordinate fire inspections for homes or commercial buildings during or after a disaster to ascertain if the facility is safe for occupancy.

2. Senior Fire Officer

- a. Direct the level of response, request mutual aid or other assistance, and make all decisions concerning the Fire Department's actions and policies during emergency operations.
- b. Direct search and rescue operations.
- c. Request the Medical Coordinator in the event of a Multiple Casualty Incident (MCI) if required. See Annex G.
- d. Authorize Fire Department personnel and equipment to respond to mutual aid requests.

G. Lines of Succession:

Each Fire Department's line of succession is as follows

1. Fire Chief,
2. First Assistant Fire Chief,

3. Second Assistant Fire Chief
4. Captains,
5. Training Officers,
6. Senior Fire Officer on duty.

## V. CONCEPT OF OPERATIONS

### A. Mutual Aid

1. The Senior Fire Officer will request mutual aid when the emergency extends beyond the capabilities of the local Fire Department.
2. When an emergency extends beyond the capabilities of mutual aid resources, the Senior Fire Officer will:
  - a. Notify the local Emergency Management Director, if one is appointed, or the Sarpy County Emergency Management Director or designee to coordinate additional support.
  - b. Request assistance from state and/or other agencies/organizations required at the scene.

### B. Hazardous Materials

Specific policies, responsibilities, and operational procedures for hazardous material response including radiological are contained in Appendix 1 to this Annex. The following general guidelines apply for hazardous material response:

1. The local Fire Department is responsible for the initial response, and, if possible, containment of hazardous material incidents within their level of training and certification. The Incident Commander will coordinate with law enforcement regarding:
  - a. Defining hazard area,
  - b. Limiting access requirements,
  - c. Providing advice on hazards involved and making recommendations to local executives.
2. Direct advisory or technical support will be requested through the Communications Center.

- a. Accidents involving chemicals
  - 1) Request assistance from Bellevue or Omaha HAZMAT,
  - 2) Chemtrec (1-800-424-9300),
  - 3) State Fire Marshal's Office,
  - 4) Nebraska Department of Environmental Quality.
- b. Accidents involving radioactive materials
  - 1) Immediate notification to the Nebraska Department of Health and Human Services is required. Once they have been notified, it is their responsibility to determine what radiation control actions are necessary to protect the public.
  - 2) Each Fire Chief will ensure that personnel are selected and trained in both radiological monitoring equipment operation and agency emergency response procedures before responding to a radiological incident.
  - 3) In addition, all major hazardous material incidents will be reported to the Sarpy County Emergency Management Director for coordinating additional support and for notification of/reporting to appropriate state agencies.

### C. Searches

- 1. The Senior Fire Officer of the jurisdiction will coordinate all searches involving:
  - a. Fires,
  - b. Personal injuries.
- 2. Law enforcement officials are responsible for searches involving:
  - a. Lost or missing persons,
  - b. Fugitives,
  - c. Bomb scares.
- 3. The State Department of Aeronautics is responsible for all searches involving missing or downed aircraft other than military.

4. When a search extends beyond the capabilities of the coordinating agency, the Sarpy County Emergency Management Agency will be notified to coordinate additional requirements.
5. Additional resources (personnel, equipment, supplies) may be available through
  - a. Mutual Aid,
  - b. Local, state, and/or federal agencies,
  - c. Volunteer organizations.

#### D. Rescue

Rescue operations are usually performed by the Fire Department. Annex G has a detailed description of emergency medical operations. Each jurisdiction is responsible for providing rescue, emergency treatment, and transportation for the seriously ill or injured. This is accomplished through:

1. The local Fire Department's Rescue Unit. See Annex G, Attachment 2, for EMS resources.
2. An adjacent Fire Department's Rescue Unit when a local Fire Department Rescue Unit is unavailable. Fire Departments have signed agreements outlining Rescue Unit's jurisdictions and mutual aid agreements.
3. The Rescue Units of the individual Fire Departments have the capability to provide basic life support. Advance Life Support Service is provided by paramedics in the Bellevue, LaVista, Omaha and Papillion Fire and Rescue Departments. Air medical transportation is provided by LifeNet in Omaha.

#### E. Resources

1. The State Fire Marshal has certain fire response and investigative responsibilities as set forth in State Statutes. In addition, the Fire Marshal will support operations to the fullest extent possible and would normally be contacted as early as possible in major fire, explosion, or hazardous material incidents or accidents.
2. Agencies available to support Fire Services along with contact information are listed in the Tri Mutual Aid Association Resource Directory and the Sarpy County Emergency Management Resource Lists.

## F. Support to Other Agencies

The Senior Fire Officer has the authority to utilize the Fire Department personnel and equipment to support other agencies or organizations during an emergency/disaster, dependent on the current situation and resources available. Areas of possible support include:

1. Law Enforcement: traffic and crowd control, acts of a criminal nature and death investigations.
2. Health and Medical: first aid stations, public health (i.e., collecting water samples, etc.), and transportation to assist a medical facility during evacuation.
3. Radiological Protection: radiological monitoring and decontamination.
4. Public Works: debris clearance, building habitability and assist with overall scene stabilization .

## G. Extended Operations

1. All fire and rescue personnel in Sarpy County may go on full time status with eight (8) or twelve (12) hour shifts. Omaha Fire Department utilizes 24-hour shifts. An exception will be the individuals who are considered by the Executive Group to be key personnel in other areas.
2. Mutual aid information may be coordinated through the EOC.
3. The fire districts within Sarpy County will maintain their normal jurisdictional responsibilities.

# VI. ADMINISTRATIVE AND LOGISTICS

## A. Administration

The individual Fire Departments will maintain the normal administrative records of personnel, equipment and material used. Accurate record keeping will identify specific needs to the Resources Coordinator. See Annex L.

## B. Reports

Each Fire Chief will prepare and submit reports required by Statutes of the State of Nebraska and as requested by other state agencies.

### C. General

Some of the information contained in this Annex may also be found in the publication "Rural Fire Plan, Tri County Mutual Aid Association" and supporting documents. Additional detailed information specifically pertaining to the Mutual Aid Association is contained in these publications and has not been duplicated in this Plan.

## VII. TRAINING AND EXERCISING

### A. Training

1. In addition to the prescribed training required by Fire Departments for normal operations, fire personnel should be trained in
  - a. Radiological monitoring/decontamination - every two years,
  - b. Hazardous materials response to the level determined by their employer in compliance with OSHA and EPA regulations. It is critical that responders never perform a function for which they are not adequately trained and equipped.
2. Intra-agency action will be taken to inform other emergency support agencies of the physical hazards associated with fire emergencies.
3. The training program will be consistent with the five year Homeland Security Exercise Plan. All training supported by the Homeland Security grant process must be ODP (Office of Domestic Preparedness) approved.

### B. Exercising

All exercises and drills will be evaluated and any follow-up activities conducted in accordance with the Nebraska Homeland Security Exercise and Evaluation Program (NeHSEEP).



## LIST OF ATTACHMENTS

<u>Attachment #</u>	<u>Item</u>	<u>Page</u>
1	Fire Resources	F-11
<u>Appendix</u>		
1	Hazardous Materials Response	F-13
<u>Attachment</u>		
1	Facilities and Vulnerable Areas	F-27
2	Hazardous Material Transportation Routes (Map)	F-28
3	Hazardous Material Incident Report Form	F-29
4	Hazardous Materials Incident Notification and Telephone Numbers	F-30

## SARPY COUNTY FIRE RESOURCES

FIRE DEPARTMENT	PHONE	AERIAL	PUMPER	TANKER	PUMPER/TANKER	GRASS WEED TRUCK	UTILITY TRUCK	RESCUE UNITS	OTHER SPECIALTIES
Bellevue District 1	293-3155		2		1	2	4	2	1 85' Snorkel
Bellevue District 2	293-3170	1	3			1	2	2	(Utility 24 is the HAZMAT Unit)
Bellevue District 3	293-3045	1	3			1		2	
Bellevue District 4	293-2464	1	2		1	1	2	2	
Gretna	332-4592		1	1	4	1	2	2	
LaVista	331-4748		1 w/ CAFS		2	1	2	2	1 100' Aerial Platform
Omaha Station 65 (7010 S. 142 St.)	444-5765		1				1	1	
Omaha (all other stations)	444-5701	10	22			5	1	12	1 HAZMAT, 2 MCT*
Papillion	339-8611	1	2		1	2	2	2	
Springfield	253-2600		1	2		1	1	2	
*MCT – Mass Casualty Trailer (equipment needed for mass casualty incidents)									

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## HAZARDOUS MATERIALS RESPONSE

I. PURPOSE

To identify actions required to minimize damage to human health, natural systems and property caused by the actual or potential spill or release of hazardous materials, including a radioactive material incident/accident.

II. SITUATION

- A. Substances, which if released in an uncontrolled manner (i.e. spill), can be harmful to people, animals, property, and/or the environment. A hazardous material is any substance or combination of substances, which because of quantity, concentration, physical, chemical, or infectious characteristics may pose substantial immediate or potential hazards to humans or the environment.
- B. Sarpy County is vulnerable to various hazardous materials. Agricultural and industrial chemicals, explosive and combustible materials are stored in and transported throughout the county.
  - 1. There are facilities within the county with the potential of a release beyond the boundaries of the facility.
    - a. Some facilities store extremely hazardous material over the SARA Title III threshold levels. See Attachment 1 for the listing of facilities.
    - b. Some facilities produce, use or store hazardous materials that are not required to be reported under Title III. See Attachment 1.
  - 2. Hazardous materials, including radiological materials, transported on Highways 6, 31, 50, 75, 370 and I-80, and via rail, river barges, pipelines, or aircraft could be involved in an accident causing a spill or the potential for a spill. See Attachment 2 for the location of these transportation routes.
  - 3. There are several areas particularly vulnerable to hazardous material spills.
    - a. Locations may contribute to additional risk because of their proximity to facilities with hazardous materials. See Attachment 1 for these locations.
    - b. Special populations, such as schools, hospitals, or nursing homes, are subject to additional risk due to their proximity to facilities with hazardous substances (Attachment 1).

4. Some areas of Sarpy County because of sensitive environment, land use patterns or water supplies are particularly vulnerable (Attachment 1).
  5. Weather and time variables, like time of day and month of year, may impact on the response to a HazMat incident.
- C. OSHA and EPA regulations define levels of training required for response to a hazardous materials incident. The employer must certify the level of training for each person who may respond to an incident. Responders will not perform any function they are not trained and equipped to execute.
1. There is one HazMat Response Teams in Sarpy County, trained and equipped to respond to a hazardous material spill.
  2. The other Fire Departments have response vehicles equipped with some of the following special resources: self-contained breathing apparatus, bunker/turnout gear, binoculars, foam/agents, foam application equipment, sorbents, communications, radiological monitoring equipment, dry chemical extinguishers and are trained to handle some but not all hazardous materials incidents.
  3. Facilities that use and store hazardous materials may have response equipment.
- D. There are many different ways an individual can be exposed to radioactive materials. In Sarpy County, highways and railroads are used for receiving and/or transporting these materials. Any peacetime radiological incident would probably be the result of a transportation accident.
- E. Registered uses of radioactive material in Sarpy County are:

Licensee	Purpose
1. Sarpy County Highway Department 15100 South 84 <sup>th</sup> Street Papillion, NE 68046	Soil density gage
2. Alegent Midlands Hospital 11111 South 84 <sup>th</sup> Street Papillion, NE 68046	Nuclear Medicine

### III. ASSUMPTIONS

- A. The fire department or law enforcement agency responding to an accident scene will usually be the first to discover the presence of hazardous materials either spilling or with the potential to spill. These personnel usually have had some training in handling this type of incident.
- B. It is imperative that the hazardous material involved in the incident be identified as early as possible for the safety not only of the general populace, but for the first responders as well. Knowledge of the agent involved will determine the specific response required.
- C. This plan considers any incident/accident involving radioactive materials that could have an impact on Sarpy County. The most likely scenario would be a transportation accident. It is unlikely that the shipping container would rupture due to the impact; however, attendant with each vehicle accident is the distinct possibility of fire or explosion. These could either melt the protective lead containers or create a rupture allowing a release of the radioactive materials. In the early stages of this type incident/accident, local capabilities are usually stressed because assistance from persons with special radiological knowledge and expertise may not be immediately available.
- D. In the event of a radiological incident/accident, response personnel will notify the Nebraska State Patrol in Lincoln (402) 471-4545. The first responder calling the State Patrol should gather as much of the information as possible from the Hazardous Materials Reporting Form (Attachment 3) prior to placing the call.

### IV. RESPONSIBILITIES

- A. The Fire Department is responsible for:
  - 1. Coordinating with the Facility Emergency Coordinator on response to hazardous substances in the facility.
  - 2. The initial response and containment, if possible.
  - 3. Coordinating and the establishing of a command post at the scene.
  - 4. Assuring that first responders receive sufficient direction to be able to handle the situation properly.
  - 5. Planning for possible in-place-shelter or evacuation of buildings or areas involved.
  - 6. Coordinating with law enforcement defining the hazard area.

7. Requesting State Emergency Response Team (SERT) through the Nebraska State Patrol, if necessary,
  8. Initiating notification of support agencies including hospitals that may receive potentially contaminated patients.
  9. Ensuring that a hazardous material training program is conducted for all department personnel.
- B. Law Enforcement Agencies are responsible for:
1. Providing security for the hazard area.
  2. Traffic and crowd control.
  3. Directing and controlling any evacuations.
  4. Training their personnel.
- C. Sarpy County Emergency Management Agency is responsible for:
1. Notification of support agencies.
  2. Coordination with charitable and volunteer organizations that may provide assistance.
  3. Coordination with state and federal agencies that may have a disaster response role.
  4. Coordination in notifying the public of evacuation areas or other health and protective measures.
  5. Development and conduction of an appropriate training program which will provide the unique skills and capabilities required for radiological operations within the various departments of government. Emergency response agencies such as law enforcement, fire, and rescue services are considered primary responders to a radiological incident.
- D. Radiological Responders
1. Radiological Officer
    - a. Sarpy County has an assigned and trained Radiological Officer (RO)
    - b. The RO works with the Sarpy County Emergency Management, the Nebraska Emergency Management Agency, and the Nebraska Health and Human Services System to develop and maintain a radiological

program in the jurisdiction. The RO is involved in recruiting and training Radiological Monitors, makes quarterly operational checks of assigned monitoring equipment and reviews response plans.

2. Radiological Monitor

- a. Sarpy County has assigned and trained Radiological Monitors (RM)
  - b. Radiological Monitors are first responders with additional training in on-scene radiological monitoring. The RM identifies radiological hazards, recommends protective actions, works with the local responders, continues monitoring and makes technical recommendations to the Incident Commander until all regulatory agencies declare the site safe.
3. Local government agencies may be responsible for decontamination of their equipment and vehicles.

E. State Agencies

1. Nebraska Emergency Management Agency: coordinates state agency response and provides assistance and support as determined by the situation.
2. The Nebraska Department of Environmental Quality (NDEQ)
  - a. Provides technical assistance for determining areas likely to be affected by an on-going release.
  - b. Provides technical assistance relevant to the containment and cleanup of hazardous materials incidents. They are also responsible for warning downstream water users, where applicable.
  - c. Approves the cleanup plan and notify the responsible person when satisfactory cleanup is achieved.
  - d. Gives prior approval to all disposal actions.
  - e. May require a report, following the cleanup, from the responsible person describing all aspects of the incident including cause of the release, monitoring requirements (long and short term), cleanup and disposal methods, and steps to prevent a similar occurrence. If the cleanup is to be long-term, the Department may require interim status reports.
  - f. Is the main point of contact with the Regional Response Team (RRT), for requesting assistance, resources and coordination with Federal Agencies for response, cleanup and recovery actions.



3. The State Department of Health and Human Services System (HHSS)

- a. The Department of Health and Human Services Regulation and Licensure (HHS-R&L), under the authority of R.R.S. 71-3513, has responsibility to issue regulations and require actions to be taken to meet any radiological emergency. Once notified of an accident/incident involving radioactive materials, HHS-R&L is responsible for health hazard assessment and controlling/ advising of all safety, containment, decontamination, and cleanup actions.
  - b. HHSS notifies the public of the potential health effects of a HazMat incident.
4. The State Fire Marshal supports the local fire department's response in all working fires and hazardous materials incidents.
5. The Nebraska Department of Agriculture can provide additional technical assistance for a suspected or actual pesticide release.

F. Federal Government

1. U.S. Nuclear Regulatory Commission (USNRC)

- a. Coordinates the overall federal technical response to a radiological emergency.
- b. Provides technical advice to state or local agencies.
- c. Assesses the nature and extent of the radiological emergency and the potential consequences to the health and safety of the public.

2. Environmental Protection Agency (EPA)

- a. Emergency planning and response branch provides technical assistance in hazardous material spills under the National Contingency Plan.
- b. Establishes radiological protective action guides (PAGs) and recommends appropriate protective measures.
- c. During emergency operations provides personnel, equipment, and laboratory support to assist DOE in monitoring activities.
- d. Assumes the responsibility from the Department Of Energy for the intermediate and long-term monitoring function.
- e. Can provide resources through the Regional Response Team (RRT). The RRT can be activated through the NDEQ.

- f. Office of Water and Hazardous Materials provides assistance with pesticide incidents.
  - g. Section 123 of SARA authorizes EPA to reimburse local governments, who qualify, for expenses incurred in carrying out temporary emergency measures in response to hazardous substance threats. Reimbursement is available only to local governments. To be eligible for these funds, EPA must be notified within 24 hours of the incident by calling the National Response Center at 1-800-424-8802. An application package may be obtained by calling the Superfund Hotline 1-800-424-9346.
- 3. Department of Energy (DOE) during federal support operations will provide the personnel, on-scene technical director, and equipment for radiological monitoring and assessment activities.
  - 4. Department of Transportation (DOT) under Public Law 93-633, Section 109 (d) (2), is required to provide information and advice in transportation emergencies involving hazardous materials. The DOT will also investigate transportation accidents and inspect for violations under their authority.
  - 5. National Response Center (NRC): receives and relays notices of releases to the appropriate On-scene Commander (OSC), disseminates OSC and RRT reports to the National Response Team (NRT), and provides facilities for the NRT to use in coordinating a national response action.

#### G. Industry

- 1. Owner or Operator
  - a. The owner is required to notify the State Department of Environmental Quality upon discovery of a release of certain hazardous materials.
  - b. The owner or operator will designate a Facility Emergency Coordinator who will participate in the planning process and who will notify the Community Emergency Coordinator for the Local Emergency Planning Committee, the State Emergency Response Commission (SERC) of any state likely to be affected by the release, the National Response Center (NRC), and any other persons to whom the facility is to give notification.
  - c. The Facility Emergency Coordinator will make available to the Community Emergency Coordinator any information needed for implementing this emergency plan including advice on response, evacuation and in-place shelter options.

## 2. Shipper

- a. Under the regulations of the U.S. Department of Transportation (DOT) and the Nuclear Regulatory Commission, the shipper of hazardous materials is responsible for complying with all applicable regulations in packaging, labeling, marking, and otherwise preparing any goods for transport by carrier. The shipper must certify on the shipping papers that applicable regulatory requirements have been met.
- b. DOT regulations also require the shipper to inform the carrier of any special precautions that must be taken in the transport of the goods.
- c. If called in case of an accident, the shipper is also required to provide whatever details about the shipment that are necessary and helpful. The shipper may wish to offer assistance in confining and cleaning up any accident involving his shipment.
- d. The shipper must also provide a list of 24-hour telephone contacts of persons familiar with the technical details of the shipment.

## 3. Carrier:

- a. The carrier is responsible for handling, stowing, storing shipments, and placarding vehicles in accordance with DOT regulations and exercising due care in transporting the shipment to the consignee.
- b. In the event of an accident, the carrier is responsible for initial actions to include notification of appropriate governments, the shipper, DOT, and possibly the Department of Energy (DOE).
- c. The carrier also has the basic responsibility for containing or confining any threat associated with the cargo in his possession, whether or not radioactive materials or other hazardous materials are involved.
- d. During recovery, the carrier also has the basic responsibility to see that the cleanup/decontamination is completed.

## 4. Licensees:

- a. The license authority of the NRC authorizes users/custodians of radioactive materials. Radioactive materials licensees are engaged in medical, industrial or construction activities at fixed locations and/or temporary job sites.
- b. Licensees operating within the states generally fall into one or two categories. They either must comply with the Nebraska Radiation

Control Act (RRS 71-3501 to 71-3519) or they must be covered by an appropriate reciprocal procedure.

- c. In the event of a radiological incident, licensees must respond as required by HHS-R&L regulations. Licensees may assume the responsibilities of the shipper when radioactive materials under their control must be transported by a carrier.

## V. CONCEPT OF OPERATIONS

Most operations would be conducted as defined elsewhere throughout this Plan. This Appendix addresses only those unique aspects of hazardous materials incidents.

### A. Notification

1. When a hazardous materials incident is identified, the first responders will notify local authorities and executives of the incident.
  - a. In the event of a fixed site incident, the facility will use the normal emergency notification system to notify the Fire Chief, who has been designated as the Community Emergency Coordinator (CEC). The Incident Commander shall decide to implement the plan.
  - b. In the event of a transportation spill, the notification will be satisfied by dialing 911 or the operator if 911 is not available.
2. The owners/shippers of the materials should be notified to request information on the properties of the hazardous materials involved.
3. The appropriate State Agencies should be advised of the situation using the Hazardous Material Incident Report Form, Attachment 3, to ensure that all necessary information is gathered and reported and request assistance if the situation is beyond local and/or mutual aid capabilities.
4. When the incident is identified as having a radiological material involved and the rescue of injured personnel has been completed and an initial safety perimeter established, all other activities will be accomplished under the advice of HHS-R&L. That agency will be notified via Nebraska State Patrol Communications as soon as possible after the initiation of the hazardous event.
5. The Sarpy County Emergency Management Agency will alert volunteer and charitable organizations that may provide assistance to evacuees.

## 6. Nuclear Power Plant Incident/Accident

- a. In the event of an accident at the Fort Calhoun Nuclear Station that could affect the food chain or water supplies in Sarpy County, the county will be notified by the Nebraska Emergency Management Agency. The objective of emergency operations would be to minimize radiological exposure to the public through the food chain and would be coordinated by the State Emergency Board.
- b. Operations in the Ingestion Emergency Planning Zone (EPZ) are quite likely to be highly technical and could involve complex investigations in production agriculture and in related agri-business areas. Where municipal and other supplies are concerned, considerable engineering expertise could be required. Therefore, Ingestion EPZ operations are extensively covered in the State Radiological Emergency Response Plan (RERP) and in appropriate federal plans. The county RERP is kept in the EOC and reviewed no less than once a year.

### B. Initial Response

1. The Incident Commander, when notified of an actual or potential hazardous materials release, will identify the area to be isolated by a controlled perimeter, the area of population likely to be affected by such release, and report this information to the dispatch center to relay to other responding agencies.
2. Determine the nature of the material from either the placard, label, or shipping papers from the shipper/owner.
3. Identify, evaluate, and assess the problem and its potential. Consider that some effects of the incident may not be noticeable for some time.
4. Contact CHEMTREC (1-800-424-9300) for information to determine the most effective handling of the incident.
5. The State Emergency Response Team (SERT) may be requested through the Nebraska State Patrol to aid the responding units. NSP will dispatch the closest members of the team to the scene to provide guidance and technical assistance to the Incident Commander.

### C. Emergency Public Information

It is important to provide accurate information to the public so they know what to do immediately to protect them.

1. The Public Information Officer will coordinate the dissemination of information concerning the incident with the Chief Executive Officer and

Sarpy County Emergency Management Director or designee as defined in Annex D.

2. Because information will be needed quickly, radio and television are the best media to release data on health hazards, precautions for personal protection, and evacuation routes away from the hazard area. Radio and TV stations commonly used in Sarpy County are listed in Annex D, Attachment 1.

#### D. Evacuation / In-place-shelter

1. The Incident Commander will make the decision to shelter in-place or evacuate the hazard area based on the recommendations of CHEMTREC, the DOT Emergency Response Guidebook, the manufacturer, and/or state or federal agency advisors.
2. Policy and procedures for evacuation are defined in Annex E. In-place sheltering procedures are in Annex J. Procedures for movement of evacuees are in Annex H. Procedures for the reception and care of evacuees are in Annex I.

#### E. Containment and Cleanup

1. Determine what can be done, based on training and equipment available, to remove the threat, i.e., contain and/or counteract, decontaminate, or remove, etc. By law it is the spiller's responsibility to contain or confine any threat associated with the cargo in their possession.
2. The responsible party should, depending on the material involved, accomplish cleanup and disposal as specified by publications and agencies.
3. The manufacturer is a source of advice and information for a chemical decontamination team.
4. The Regional Response Team (RRT), composed of representatives of Federal Agencies may be convened by the Federal On-Scene Coordinator to provide advice or recommendations during a response to a major hazardous materials incident.

#### F. Health and Safety

Federal law requires the presence of a Safety Officer on every hazardous materials site. The Safety Officer will:

1. Determine the types of respiratory or other protective equipment required for workers.

2. Have victims treated if an accurate diagnosis can be obtained. Some effects may not be noticeable for some time. Information should be obtained to identify all persons at the scene even if no immediate medical problems appear.
3. Get emergency medical information and other pertinent information from CHEMTREC (800-424-9300).
4. Notify local supporting hospitals of the hazardous substance's identity and the number of persons affected.
5. Have standby medical personnel ready to provide service to those working on the material. Provide medical checkup for all who have been exposed.
6. Every precaution should be taken to minimize exposure of emergency workers to radiation. Dosimeters are included in all monitoring sets issued to emergency response personnel. Once the presence of radioactive material is detected, the on-scene commander will ensure that personnel wear dosimeters and/or TLDs (if available). The Sarpy County Radiological officer will ensure that sufficient dosimeters/TLDs are charged and available at the scene and that records of exposure times and readings are initiated. Lifesaving rescue and emergency care will not be delayed in order to obtain precise measurements of radiation exposure levels or to distribute radiological equipment.
  - a. Radiation exposure to emergency workers will be kept as low as reasonably achievable. Guidelines recommend maximum accumulation of not more than 1 REM in general emergency situation or 25 REM to save a life.
  - b. Air breathing apparatus should be utilized if there is a gaseous or particulate release of radioactive material. If in doubt, the equipment should be used.

#### G. Security

The defined hazard area will be isolated and cordoned, permitting only lifesaving and response operations, if the responders are properly trained and equipped.

#### H. Explosive Handling

Only trained specialists should attempt to remove or defuse an explosive device when found.

1. Police, key officials, and the State Patrol Office will be notified immediately. Other agencies that might be notified depending on the circumstances are the State Fire Marshal and the Nebraska Emergency Management Agency.

2. If it is a military device, notify the nearest military installation.
3. If terrorist activity is suspected, use the procedures outlined in Appendix 1 to Annex H.

## VI. TRAINING AND EXERCISE

### A. Training

1. In addition to the training required for normal operations, fire, law enforcement and medical personnel should be trained to respond to a hazardous material incident to the level determined by their employer in accordance with OSHA and EPA regulations. All training supported by the Homeland Security process or grants must be ODP (Office of Domestic Preparedness) approved.
2. Radiological Officers and all Radiological Monitors will receive initial radiological training. This training should specifically relate to their area of individual responsibility.

### B. Exercise

An exercise involving response to a hazardous material incident should be conducted annually. The training program will be consistent with the five-year Homeland Security Exercise Plan.



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FACILITIES AND VULNERABLE AREAS  
IN SARPY COUNTY

Map Ref.	Facility Name	Location	Owner/ Operator
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Reporting Under Section 302 of Title III -  
Extremely Hazardous Substances

F1.			
F2.			
F3.			
F4.			
F5.			
F6.			
F7.			
F8.			
F9.			
F10.			

NOTE: Facilities that handle or store hazardous materials are required to report on an annual basis to the Local Emergency Planning Committee (LEPC) and the Nebraska Department of Environmental Quality (NDEQ). This information is reviewed and updated annually and kept on file at the Sarpy County Emergency Management Office. Upon request of an appointment through the LEPC and with proper identification this information will be made available for viewing through the Chairperson of the LEPC or the NDEQ

## Facilities reporting under Section 312 - Community Right-to-Know

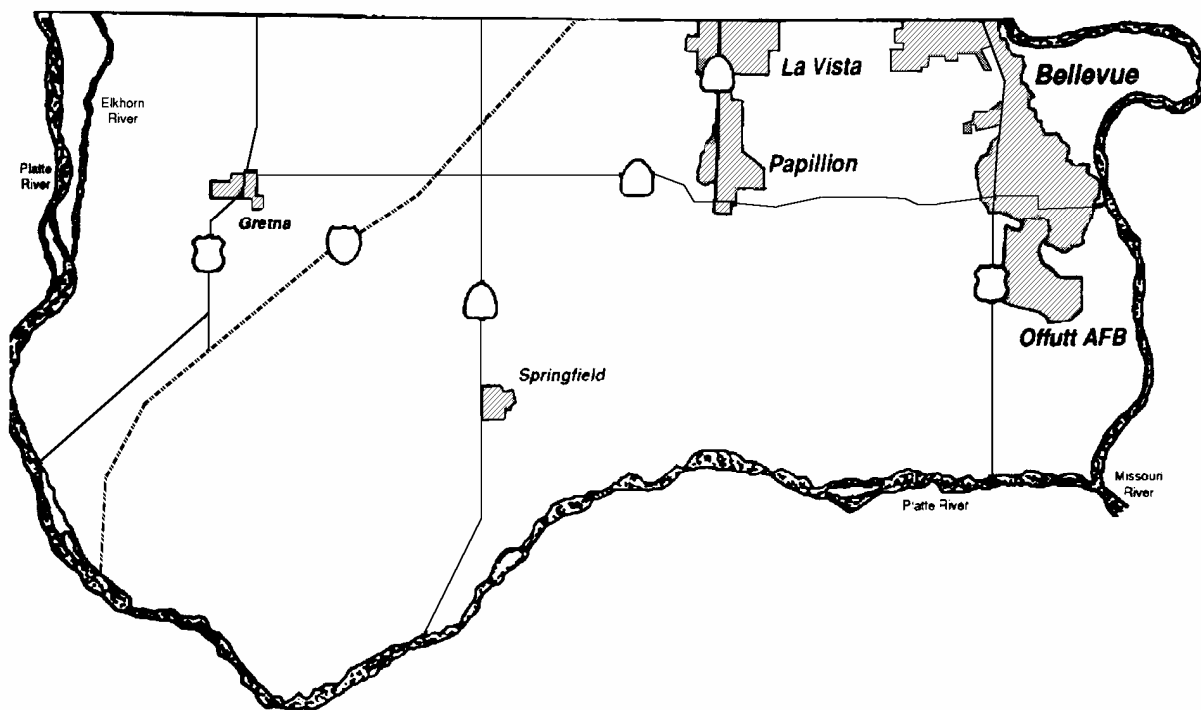
N1.			
N2.			
N3.			
N4.			
N5.			
N6.			
N7.			
N8.			
N9.			
N10.			

## Vulnerable Areas

V1.			
V2.			
V3.			
V4.			
V5.			

## HAZARDOUS MATERIALS TRANSPORTATION ROUTES (MAP)

Transportation hazardous materials incidents are reportable based on the EPA List of Lists quantity. This information is reviewed and updated annually and kept on file at the Sarpy County Emergency Management Office. Upon request of an appointment through the LEPC and with proper identification this information will be made available for viewing through the Chairperson of the LEPC or the NDEQ.



Note: Any of the highways shown, as well as all county roads, may have hazardous materials in transit, especially during the farming season.

## HAZARDOUS MATERIAL INCIDENT REPORT

Anyone giving or receiving a report of an incident should obtain as much of the following information as possible.

\* Time Report \_\_\_\_\_ a.m./p.m. \* Date \_\_\_\_\_

\* NAME OF PERSON CALLING \_\_\_\_\_

\* REPRESENTING \_\_\_\_\_ TITLE OR POSITION \_\_\_\_\_

\* TELEPHONE NUMBER WHERE PERSON CALLING MAY BE REACHED \_\_\_\_\_

\* LOCATION OF INCIDENT:

\* City \_\_\_\_\_ \* County \_\_\_\_\_

\* Exact location of area involved: \_\_\_\_\_

\* HAZARDOUS MATERIAL INVOLVED:

\* Chemical name: \_\_\_\_\_

\* Quantity spilled/released (if known): \_\_\_\_\_

\* Physical form (e.g., liquid, solid, or gas): \_\_\_\_\_

\* Duration of release: \_\_\_\_\_

\* Media into which the release occurred (e.g. land, air): \_\_\_\_\_

\* Manufacturer: \_\_\_\_\_

\* Measurements from radiation detection instruments: \_\_\_\_\_

## DESCRIPTION OF INCIDENT:

A. Time and date of incident: \_\_\_\_\_ a.m./p.m. \_\_\_\_/\_\_\_\_/20\_\_\_\_

B. Weather conditions (wind, atmospheric conditions, etc.) \_\_\_\_\_

C. Current status of incident:

1. Is the incident area secured? \_\_\_\_\_

2. Was there an explosion? \_\_\_\_\_ Fire? \_\_\_\_\_

3. Are there people injured? \_\_\_\_\_

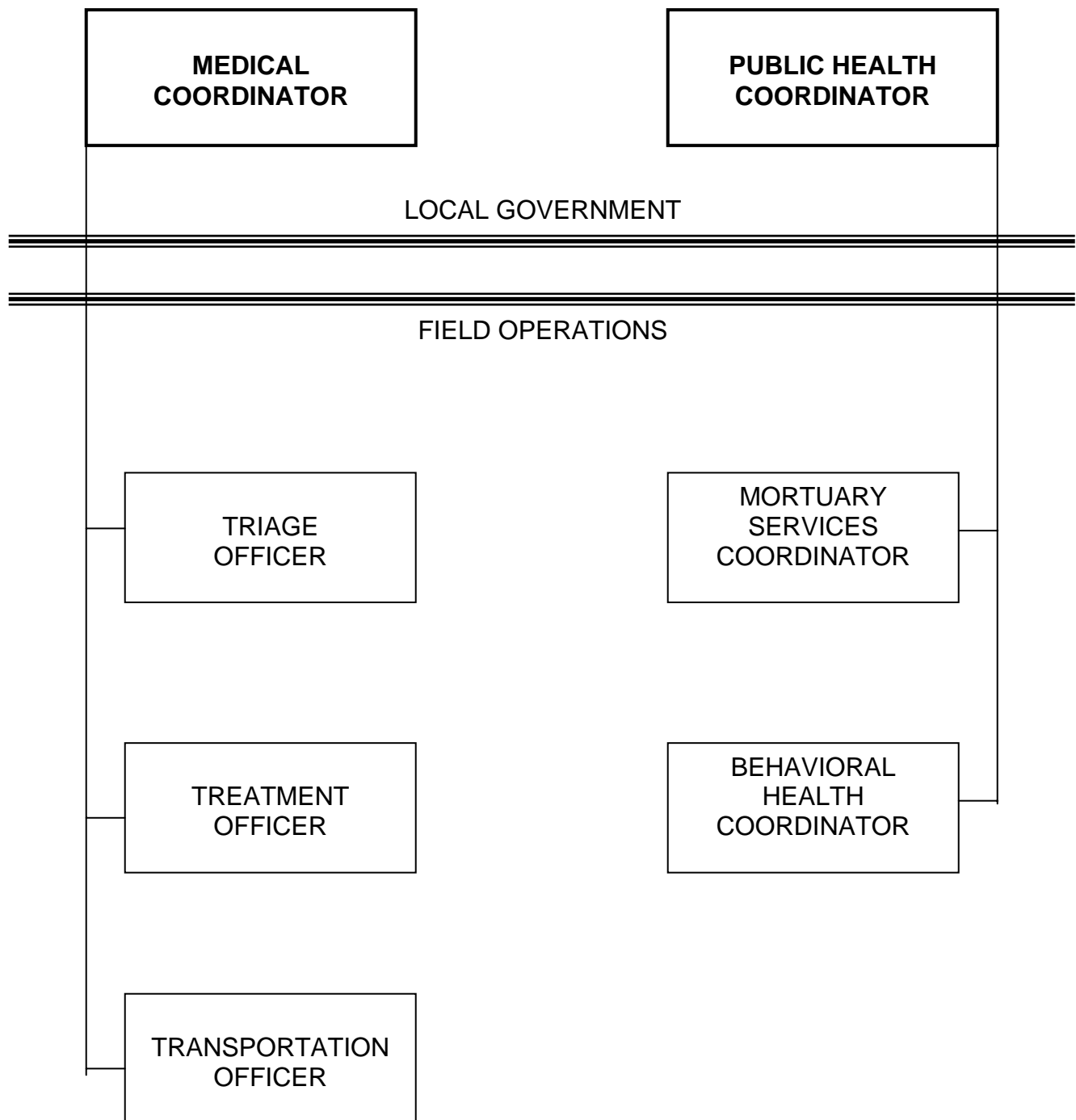
4. Advise regarding necessary medical attention? (if known) \_\_\_\_\_

5. Precautions to take as a result of the release (if known) \_\_\_\_\_

D. Report taken by: \_\_\_\_\_ Agency \_\_\_\_\_

\*Information that must be obtained for Federal Reporting Requirements

## HEALTH AND HUMAN SERVICES



## HEALTH AND HUMAN SERVICES

### I. PURPOSE

#### A. Medical

To provide a coordinated response for medical care and treatment for the ill and injured during or as a result of a disaster.

#### B. Public Health

To provide public health services during, or as a result of, disasters by instituting environmental sanitation measures, testing of public and potable water supplies, and mental health services.

#### C. Social Services

To provide for the coordination of public welfare and human needs of disaster survivors and/or special needs groups in time of disaster.

### II. SITUATION

- A. The potential exists for a multiple casualty incident resulting from explosion, fire, bus accident, etc. which would stress emergency medical services.
- B. Alegent Midlands Community Hospital is the only hospital in Sarpy County. Licensure capacity is listed as 151 acute care patients and 18 bassinets.
- C. There are four (4) nursing homes, two (2) Assisted Living facilities and nine Home Health Care clinics in Sarpy County licensed by the Nebraska Health and Human Services, Department of Regulation and Licensure. Facility details are found in Attachment 1.
- D. There are six Emergency Medical Service (EMS) providers within Sarpy County (Attachment 2).
- E. There are nine (9) clinics in Sarpy County with medical staffs of 1802 RNs, 287 LPNs, and 111 X-Ray technicians.
- F. The Papillion office of the Department of Health and Human Services, the Eastern Nebraska Office on Aging and other private agencies have the capability to respond to the serious needs of the population should a major disaster occur.

### III. ASSUMPTIONS AND PLANNING FACTORS

- A. Any incident that generates an emergency patient load that exceeds the normal day-to-day capabilities of local emergency medical resources may be considered a disaster.
- B. Mutual Aid and outside resources will be available to assist Sarpy County in natural and technological emergencies/disasters.
- C. Any hospital or nursing home evacuating patients to facilities in Sarpy County will provide the medical records of patients, professional staff, and as many supplies and equipment as practical.
- D. Any emergency or disaster situation can potentially lead to public health problems, depending upon the nature of the incident. Complications might include disease, sanitation problems, contamination of food and water, overload of mortuary services capabilities, and community mental health problems.
- E. People not normally clients of the local Social Services agency may require some form of public assistance under disaster conditions.

### IV. ORGANIZATION/RESPONSIBILITIES

- A. Medical, Public Health, and Social Services Operations are each described separately, but close coordination is required to fulfill the overall responsibility of safeguarding and minimizing the adverse health factors which may affect our citizens during and/or after an emergency or disaster. To provide a coordinated and effective response, the health and human services functions have been separated into two areas, local government support and field operations (see chart on page G-1).
  - 1. Local government support and coordination entails coordinating emergency services such as law enforcement, fire, rescue, and public works, and providing logistical support where required. Both the Medical Coordinator and Public Health Coordinator represent their respective functions on the EOC Staff.
  - 2. Field operations direction and control should follow the Standard Operating Procedures (SOPs) developed by the local health and medical professionals.
- B. Health and Medical responsibilities are:
  - 1. Emergency Medical Services:
    - a. Basic Life Support (BLS) is the responsibility of each fire district or ambulance service. Advanced Life Support Services (ALS) will be

provided by paramedics in the Bellevue, Gretna, LaVista, Omaha and Papillion Fire Departments.

- 1) The notification for emergency medical assistance comes from-Sarpy County Communications.
- 2) The Rescue Chief or Senior EMS personnel on-scene will implement an incident command system, coordinate field operations and transport of victims with Alegent Midlands Community Hospital.
- 3) The Rescue Chief will notify Alegent Midlands Community Hospital as soon as possible if the patient being transported is potentially contaminated from a HazMat incident and provide information about the hazardous substance involved.
- 4) The Rescue Chief will ensure that all personnel are trained to respond to a hazardous materials incident according to levels of response training set by their employer in compliance with OSHA and EPA regulations.
- 5) The following functions are needed:
  - a) Triage: Assessing patients and assigning priorities for medical treatment and transport.
  - b) Treatment: Providing care and treatment of patients while being held for transportation to medical facilities.
  - c) Transportation: Coordinating with Alegent Midlands Community Hospital for directing patient transport to receiving hospitals and/or medical facilities.

b. Air ambulance support would be requested via Sarpy County 9-1-1.

## 2. Medical Coordination

- a. A member of the EOC staff will appoint a Medical Coordinator in the event a disaster extends beyond mutual aid capabilities. The Medical Coordinator will act as a liaison between the medical community and the local government.
- b. When an incident occurs which requires medical field operations, the Medical Coordinator will support medical mutual aid requests and coordinate additional requirements.
- c. The Medical Coordinator, with the support of the Resource Coordinator and/or Emergency Management Director, will obtain supplies and/or



equipment to support medical operations in the event of an actual or anticipated shortage.

- d. During public health emergencies impacting the Omaha metropolitan area a Coordinator of Medical Resources could staff the EOC medical table in the Douglas County EOC in order to coordinate the response of the metropolitan hospital systems.

### 3. Public Health Coordination

- a. The Sarpy County Health Director serves as the Public Health Coordinator and is responsible for coordinating activities required to safeguard public health and minimize the spread of disease. The Public Health Coordinator is the liaison between public health officials and the local government.
- b. The Public Health Coordinator will coordinate with the Emergency Management Director, County Emergency Board, and other agencies as applicable.
- c. The Public Health Coordinator will assess the need for crisis counseling for disaster survivors and disaster workers. If crisis counseling is deemed necessary, the Public Health Coordinator will request assistance from and coordinate with the local ministerial association and/or Region 6 Behavioral Healthcare to provide the necessary services.
- d. The Public Health Coordinator is responsible for assessing the hazard relating to any existing or anticipated public health threats and the environmental impact of an accident. Specific responsibilities include, but are not limited to, the following:
  - 1) Safe drinking supplies: Determine and map affected area; notify population against use of contaminated water source and where to obtain safe drinking water; request help from the State Health Laboratory in Lincoln; initiate emergency water disinfection procedures if contamination is not due to chemicals; and advise that all private wells in affected area be sample tested as soon as possible and notify lab to obtain extra supply of sample containers.
  - 2) Sanitary emergency sewage disposal: Recommend the use of portable toilets for use at the disaster scene for the clean-up crews and for use in public areas such as group homes, public buildings etc. where service has been interrupted; advise public of emergency individual sewage disposal procedures.

- 3) Vector control: Survey and map affected area; initiate cleanup of organic matter that might decay or provide for vectors; drain trapped water; utilize fogger and power spray equipment over potential breeding sites and request assistance of Weed District if additional equipment or personnel is needed.
- 4) Safe food supplies: Notify the Nebraska Department of Agriculture to report the extent of involvement and request assistance to obtain emergency quarantine powers; and to initiate disposal of contaminated food.
- 5) Disease control: Contact State Epidemiologist as to need for immunization of exposed persons and for possible quarantine; contact Public Health (HHSS) to make arrangements if immunization is deemed necessary and if quarantine is necessary.
- 6) Re-entry: Recommend when it is safe to re-occupy an area after evacuation caused by a hazardous material incident.

#### 4. Mortuary Services

- a. When normal capabilities are exceeded during a disaster, the County Attorney is responsible for coordinating the interment of the dead. This may include:
  - 1) Assigning bodies to local funeral homes,
  - 2) Establishing temporary morgue facilities,
  - 3) Coordinating emergency interment.
- b. Emergency Morgue: If a request for an emergency morgue is made through the Sheriff's Office, then the County Attorney acting as coroner, will:
  - 1) Obtain use of a suitable building that is easily accessible to the disaster area,
  - 2) Notify EOC of morgue location,
  - 3) Coordinate with all area funeral homes for preservation of the bodies,
  - 4) If conditions warrant, request refrigerated truck from local trucking company to hold bodies pending transfer to funeral homes.

5. Behavioral Health Coordinator:

- a. The Behavioral Health Coordinator will work closely with the Social Services Coordinator and will coordinate crisis counseling to disaster victims and their families and to emergency workers in the field, at medical facilities, disaster recovery centers, command posts, etc. This may include:
  - 1) Coordinating with the local ministerial association,
  - 2) Establishing an outreach program,
  - 3) Coordinating public education material with the Public Information Officer.
  - 4) Coordinating with the American Red Cross Disaster Mental Health Function.
- b. The Behavioral Health Coordinator will make recommendations and provide status reports to the Public Health Coordinator.
- c. The local Ministerial Association with possible referral to the Sarpy County Mental Health Center will accomplish initial crisis counseling.
- d. Critical Incident Stress Management (CISM) Teams are available for debriefings, defusings, and/or demobilizations to fire, EMS, law enforcement, dispatchers, and emergency management personnel following a disaster/emergency situation. Contact the Nebraska State Patrol Troop area where the disaster/emergency situation is located.

6. Social Services Coordinator

The Administrator of the Papillion Office of the Department of Health and Human Services will serve as the Social Services Coordinator. The Coordinator will advise local executives on matters pertaining to social services, ensure that activities are administered in an orderly, efficient manner, develop procedures for determining needs of disaster survivors, and process inquiries concerning disaster survivors. The existing Health and Human Services Staff, augmented as necessary from other organizations, will serve as support staff. Health and Human Services will distribute USDA donated foods to local organizations and Red Cross to provide mass feeding for disaster survivors and, if implemented, will administer the Emergency Food Stamp Program.

## 7. Community Services

- a. Various community services programs function as vital support on a routine basis and are an important resource in disaster response and recovery activities. Their ability to respond to community needs is based on the organized efforts of many volunteers. Services provided by the community include, but are not limited to:
  - 1) Food for disaster survivors,
  - 2) Clothing,
  - 3) Temporary shelter.
- b. Churches and church groups are vital community resources and function as support organizations to provide response and recovery assistance to disaster survivors. They may provide:
  - 1) Food to disaster survivors,
  - 2) Clean-up and recovery,
  - 3) Crisis counseling for disaster survivors/workers.
- c. In addition to the local church groups, assistance in disaster recovery activities can be obtained from the Mennonite Disaster Service, the Adventists Community Services, and other non-profit, volunteer-based, disaster recovery organizations. Most of these organizations are affiliated with Voluntary Organizations Active in Disaster (VOAD). Contact with these groups can be made through the Nebraska Emergency Management Agency.
- d. The Eastern Nebraska Office on Aging assesses the needs of the elderly population in Sarpy County to include food, clothing, housing, and transportation. During disaster situations, emotional stress experienced by the elderly is greatly increased; therefore, referral recommendations to local mental health organizations for crisis counseling may be initiated by this group to aid recovery from the effects of the disaster.

## V. CONCEPT OF OPERATIONS

### A. Multiple Casualty Incident

- 1. The first unit at the scene will establish an Incident Command Post that is responsible for patient care operations at the scene including personnel assignment.

2. The Medical Officer will triage and assign priority categories based on urgency and chance of survival.
3. The command post will be in communication with the Alegent Midlands Community Hospital. Determination of receiving facility will be predicated on medical facility patient loads and nature of injuries.
4. The Incident Commander will normally determine requirements for and request medical mutual aid. If necessary, the Medical Coordinator will support the mutual aid requests and coordinate additional resource requirements.
5. Alegent Midlands Community Hospital will coordinate with law enforcement officials on additional security requirements at the hospital.
6. Shortage (or anticipated shortage) of medical supplies/equipment or personnel will be reported to the Medical Coordinator for procurement.

B. Evacuation of In-patient Medical Facilities

1. The hospital and nursing homes are responsible for developing internal procedures for:
  - a. Assessing and preparing patients for evacuation,
  - b. Assuring medical records are transported with patients,
  - c. Identifying and transporting essential medications and supplies.
2. The Administrator, or designated representative, of the affected facility(s) will coordinate evacuation requirements, including transportation, with the EOC.
3. Receiving facilities will be in accordance with Hospital Emergency Plans.

C. Support to Medical Professionals

The hospital will work closely with local Emergency Management in providing emergency transportation to and from critical medical facilities. Volunteers, such as 4-wheel drive vehicle owners/clubs, snowmobile owners/clubs, and amateur radio operators (depending on situation - i.e., winter storms) will be utilized to provide this transportation.

D. Public Health Threats

1. In the event of an anticipated or actual public health threat, the Public Health Coordinator or the Emergency Management Director or designee will notify

the Nebraska Emergency Management Agency to coordinate State assistance for Sarpy County.

2. In the event of water shortages, Public Works should coordinate with the Emergency Management Director or designee and the Public Health Coordinator to meet the critical potable water requirements.
3. The Nebraska Emergency Management Agency will contact state, federal, or other agencies, as appropriate, and request assistance for Sarpy County

#### E. Social Services

To provide for an effective response to a disaster situation, the Social Services Coordinator will coordinate the efforts of various agencies to meet individual human needs. During actual or impending disaster situations requiring the lodging and feeding of a considerable number of people, procedures outlined in Annex I, Mass Care, will be supported by Health and Human Services agencies.

1. Disaster Recovery Center (DRC): Upon a Presidential Disaster Declaration, a representative of Health and Human Services may participate in the Disaster Recovery Center(s). The DRC(s) will provide information to individuals on the various disaster assistance programs available as a result of the Presidential Disaster Declaration. The Center(s) will also provide a bank of telephones for individuals to make direct application for assistance.
2. Special Needs: Disaster survivors and special needs groups may require assistance to meet their necessary expenses and serious needs (food, clothing, housing, medical and financial). The Papillion Office of the Department of Health and Human Services, in coordination with community services and the Area Agency on Aging, will identify any special needs groups and in the event of a disaster, ensure that their needs are met.
3. Counseling: Mental health professionals, members of the local ministerial association and public school counselors may provide emergency counseling to disaster survivors. This counseling may occur at several locations and will be coordinated between the Mental Health Coordinator and the Public Health Director.
4. Evacuation: Health and Human Services, in coordination with the Area Agency on Aging and Handi-Bus Service will attempt to identify and assist any elderly, infirm or special needs individuals who may be unable to evacuate on their own. The availability of this service will be emphasized in emergency public information releases and should be coordinated with the PIO.

## VI. ADMINISTRATIVE AND LOGISTICS

A. The Emergency Management Director will update and/or revise this Annex based upon the correlation of information provided by the Medical, Public Health and Social Services Coordinators.

### B. Exercising

1. Every effort will be made to incorporate local involvement into the hospital and nursing home's annual exercises.
2. Emergency medical professionals and volunteers will be utilized in these exercises to the maximum extent possible.
3. All exercises and drills will be evaluated and any follow-up activities conducted in accordance with the Nebraska Homeland Security Exercise and Evaluation Program (NeHSEEP).

### C. Training

1. In addition to the training required for normal operations, medical personnel should be trained to respond to a hazardous material incident to the level determined by their employer in accordance with OSHA and EPA regulations.
2. The training program will be consistent with the five year Homeland Security Exercise Plan. All training supported by the Homeland Security grant process must be ODP (Office of Domestic Preparedness) approved.

LIST OF ATTACHMENTS

<u>Attachment #</u>	<u>Item</u>	<u>Page</u>
1	Health and Medical Resources	G-13
2	Emergency Medical Resources	G-17
<u>Appendix</u>		
1	Mass Vaccination Plan	G-19
2	Agricultural Disease Response Plan	G-23
<u>Attachment #</u>		
1	Initial Activities During an Agricultural Response	G-33
2	Potential Animal Holding Areas	G-39



## HEALTH AND MEDICAL RESOURCES

WITHIN SARPY COUNTY

<u>LICENSED HOSPITALS</u>	<u>CAPACITY</u>	<u>PHONE NUMBER</u>
Alegent Midlands Community Hospital 1111 South 84 <sup>th</sup> Street Papillion, NE	151	593-3000

NURSING HOMES

Gretna Community Living 700 Highway 6 Gretna, NE	63 Skilled	332-3446
Hillcrest Care Center 1702 Hillcrest Drive Bellevue, NE	126 Skilled	291-8500
Huntington Park 1207 Gold Coast Road Papillion, NE	115 Skilled	339-6010
Papillion Manor 600 South Polk Papillion, NE	91 Nursing	339-7700

ASSISTED LIVING

Mable Rose Estates 4609 Hilltop Street Bellevue, NE		291-977
SliverRidge Assisted Living 20332 Hackberry Dr. Gretna, NE 68028		332-4280

CLINICS

Alegent Health Bellevue Clinic 2206 Longo Drive Bellevue, NE		827-1577
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Alegent Health Brentwood Clinic 8074 South 84 <sup>th</sup> Street LaVista, NE	593-1700
Alegent Health First Health Physicians 1414 S. Washington St. Papillion, NE	593-3910
Alegent Health Gretna Clinic 834 Village Square Gretna, NE	332-2772
Creighton Family Healthcare 11513 South 37 <sup>th</sup> Street Bellevue, NE	449-5796
Gretna Family Health 920 Village Square Gretna, NE	332-3903
NHS Brentwood Clinic 8021 South 84 <sup>th</sup> Street LaVista, NE	595-1227
NHS Summit Plaza Clinic 3604 Summit Plaza Drive Bellevue, NE	595-2275
The Wellness Place 102 W Highway 370 Gretna, NE	332-4559

**BEHAVIORAL HEALTH**

Region 6 Behavioral Healthcare 3801 Harney Street Omaha, NE 68131	(402) 444-7722
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**MORTUARIES FOR MULTI-CASUALTY INCIDENTS (MCI)**

Bellevue Memorial Funeral Chapel 2202 Hancock Street Bellevue, NE	291-5000
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Bethany Funeral Home 8201 Harrison Street LaVista, NE	593-6100
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Kahler-Dolce Mortuary 441 North Washington Street Papillion, NE	339-3232
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OUTSIDE SARPY COUNTYHOSPITALS

Alegent Health Bergan Mercy Medical Center 7500 Mercy Road Omaha, NE	398-6060
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Alegent Immanuel Medical Center 6901 North 72nd Street Omaha, NE	572-2121
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Alegent Health Lakeside Hospital 16901 Lakeside Hills Ct. Omaha, NE	717-800
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Creighton University Medical Center 601 North 30 <sup>th</sup> Street Omaha, NE	449-4000
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Children's Hospital 8200 Dodge Street Omaha, NE	955-5400
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Methodist Hospital 8303 Dodge Street Omaha, NE	354-4000
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NHS University Hospital 42ns and Emiline Street Omaha, NE	559-4000
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AMBULANCESGround Services

American Ambulance 5935 Henninger Drive Omaha, NE	342-0404
Omaha Ambulance 5935 Henninger Drive Omaha, NE	345-6666
Rural / Metro Ambulance 4420 Izard Street Omaha, NE	346-9191

Air ServicesOmaha

Life Net, 1 (888) 481-7040 - Helicopter and Fixed Wing

AAA Advanced Air Ambulance (inter-facility transport, no on scene rescue) 341-2672  
Eppley Airfield  
Omaha, NE

Lincoln

Star Care Five, 1 (800) 252-4262 Helicopter & Fixed Wing  
(Based at Bryan LGH Hospital)

## SARPY COUNTY EMERGENCY MEDICAL RESOURCES

RESCUE UNIT NAME	PHONE NUMBER	# of FIRST RESPONSE UNITS	# of FIRST RESPON- DERS	BASIC LIFE SUPPORT	ADVANCED LIFE SUPPORT	# of EMTS	# of PARA- MEDICS	JAWS of LIFE	Services Provided: A/D, EMT-IV, -A/V
Bellevue 1	911	3	45	YES	YES	39	2	YES	A/D EMT-IV EMT-A/M
Bellevue 2	911	2	36	YES	YES	31	2	YES	A/D EMT-IV EMT-A/M
Bellevue 3	911	2	41	YES	YES	39	7	YES	A/D EMT-IV EMT-A/M
Bellevue 4	911	2	47	YES	YES	39	5	YES	A/D EMT-IV EMT-A/M
Gretna	911	2	35	YES	YES	31	8	YES	A/D EMT-IV EMT-A/M
LaVista	911	4	46	YES	YES	30	5	YES	A/D EMT-IV EMT-A/M
Omaha	911	13	552	YES	YES	463	179	YES	A/D EMT-IV EMT-A/M
Papillion	911	2	60	YES	YES	44	11	YES	A/D EMT-IV EMT-A/M
Springfield	911	2	25	YES		20		YES	A/D EMT-IV EMT-A/M
YES = Resource Available									

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**MASS VACCINATION/PROPHYLAXIS PLAN****SARPY-CASS DEPARTMENT OF HEALTH AND WELLNESS  
MASS PROPHYLAXIS AND VACCINATION****I. PURPOSE**

To provide for a rapid and coordinated response for Sarpy County citizens when mass administration of vaccines and prophylactic medications in the event of a bio-terrorism outbreak or other medical needs. See the Sarpy-Cass Department of Health and Wellness Mass Prophylaxis and Vaccination Plan, which is part of the Sarpy-Cass Department of Health Emergency Operations Plan.

**II. SITUATION**

A. Sarpy County Emergency Management Agency along with the Sarpy-Cass Department of Health, the local hospitals, the Nebraska Health and Human Services Systems (HHSS), the Centers for Disease Control (CDC) and the Nebraska Emergency Management Agency (NEMA) have identified numerous hazards that would give cause to do a mass vaccination/prophylaxis clinic. Any outbreak would affect all the citizens and transients of Sarpy County. The population range could vary depending on the time of outbreaks.

The Sarpy-Cass Department of Health and Wellness has developed a plan to vaccinate or provide antibiotic prophylaxis to the citizens of Sarpy County at identified dispensing sites. Epidemiological investigation will determine the magnitude and the scope of the response and identify the at-risk population.

B. Transient population needing vaccination would be citizens not counted in Sarpy County's vaccine allotment.

C. All responding agencies including the Sarpy-Cass Department of Health and Wellness will follow the National Incident Management System in planning, training, response and recovery operations.

D. The decision to mass vaccinate would come from the President of the United States under the advisement of the CDC. The Governor of Nebraska would declare a state of emergency.

**III. ASSUMPTIONS AND PLANNING FACTORS**

A. All the population in Sarpy County will be affected by any outbreak.

B. Outbreak events may happen with little or no warning and may not be determined for days after an event has occurred in the United States.

- C. An incident could require responses from a number of agencies. The Public Health response would be part of a larger community response requiring cooperation and coordination of multiple agencies and resources. In Sarpy County, this has been realized through the Omaha Metropolitan Medical Response System (OMMRS) efforts.

#### IV. CONCEPT OF OPERATIONS

The CDC, HHHS and PHD will provide direction to Sarpy County in the event of an actual emergency. Sarpy County's general plan for mass vaccine clinics and potential follow up clinics is as follows.

- A. The Sarpy-Cass Department of Health and Wellness has identified and signed agreements with several locations in Sarpy and Cass Counties for the purpose of emergency mass dispensing. Those locations will be announced to the public at the appropriate times during an event.
- B. The Sarpy-Cass Department of Health and Wellness maintains a roster of personnel on the Public Health Emergency Response Team (PHERT) who will assist with operations. The list will include but is not limited to county and village first responders, medical staff, record keepers, security, and other needed key personnel. The Sarpy-Cass Department of Health and Wellness will also utilize trained volunteers registered with the United Way of the Midlands (UWM) ancillary staffing pools and Medical Reserve Corps (MRC) to act as coordinators for each dispensing site.
- C. The Sarpy-Cass Department of Health and Wellness maintains medical authorization and standing orders for administration of vaccine / prophylactic medicine. The Sarpy-Cass Department of Health and Wellness Emergency Public Health / Bioterrorism Coordinator is responsible for determining the initial vaccine / prophylactic medication inventory request for each distribution site based on the numbers of people estimated to attend each clinic, dosage thresholds and medication forms.
- D. The Sarpy-Cass Department of Health and Wellness will depend on trained volunteers registered with the UWM ancillary staffing pools and MRC to act as Transportation Coordinators for each dispensing site. Transportation and security assistance from law enforcement will be activated as indicated by Annexes L and H.
- E. Notification of an event may come to the Emergency Management Director, local hospitals or Law Enforcement. At that time, all clinic team members will be contacted.
- F. Notification of all volunteers will proceed according the Sarpy-Cass Plan.



- G. The Local Emergency Operations Plan (LEOP) Annex B (Communications and Warnings) will be utilized. This annex addresses how all other emergency responders and officials are notified.
- H. All clinic positions and operations will be staffed before the clinic opens to the public.
- I. Handling of vaccine
  - 1. The vaccine will be signed off to a designated person at the clinic. If the vaccine comes before the clinic is activated it will be delivered to the Sarpy County Law Enforcement Center. The vaccine will be signed for by the County Sheriff and placed in the evidence room.
  - 2. The vaccine will be guarded at all times and will be under the direction of the supply manager. Certain vaccines may require special precautions.
  - 3. All precautions will be taken when working with and around the vaccine, according to the guidelines provided.
- J. Purchase and storage of supplies
  - 1. In order to be prepared as possible for an emergency clinic, general supplies will be purchased ahead of time.
  - 2. Before supplies will be purchased, storage space at local hospitals will be requested. These locations would make rotation of stock convenient, and therefore make it less likely that supplies purchased in advanced could deteriorate if not used by their expiration dates.
  - 3. If storage space is not available at local hospitals, suitable available storage space will be identified by the Sarpy-Cass Dept. of Health and moved to those locations.
  - 4. If supplies are to be purchased in advance of a possible clinic, the supply manager will assemble a list of needed supplies and the estimated costs.
  - 5. In case of any potential countywide clinics, the Sarpy County Board of Commissioners will be asked for funding for supplies necessary to run the clinics.
  - 6. If county funding is not available, the Sarpy-Cass Dept. of Health will seek other funding alternatives, including but not limited to solicitation of all emergency and health care services in the county, fund-raising events, donations, etc.

- K. Transportation and parking for the public.
  - 1. Parking may be limited at the clinic sites. Mass transit may be used to transport the public from staging areas to clinics.
  - 2. Other transportation concerns such as peak flow, parking options, will be broadcast to the public through the media.
- L. Sarpy County residents and transients will be notified as soon as possible of the mass vaccination plan and instructions for participation.
  - 1. The local media will be utilized.
  - 2. Local emergency management procedures will be followed as outlined in Annex B, Communications and Warning.
  - 3. The public may be given a local number to call for more information and further instructions.

**AGRICULTURAL DISEASE RESPONSE PLAN****I. PURPOSE**

- A. To provide coordinated measures and actions to detect, control and eliminate diseases, contamination and contagion to animals, plants and food as rapidly as possible within Sarpy County.
- B. To generate appropriate measures at all response levels to eliminate the emergency and minimize the consequences in order to return Sarpy County to a contagion-free status.

**II. SITUATION**

- A. Hazardous biological or chemical substances when released in either a controlled or uncontrolled manner can be harmful to people, animals, plants property, the environment and/or the economy. A hazardous material is any substance or combination of substances, which because of quantity, concentration, physical, chemical, or infectious characteristics may pose substantial immediate or potential hazards to humans, plants and animals or the environment.
- B. The agriculture industry in Sarpy County is a very large and major segment of the county's economy. Any outbreak of a Foreign Animal Disease (FAD) will have a devastating economic effect not only on the local economy, but also on the state, regional and national levels as well. Foreign Animal Diseases may occur by natural infectious processes or as a result of a chemical or biological attack. Sarpy County is vulnerable to such outbreaks. The most destructive FAD in Sarpy County would be Foot and Mouth Disease (FMD) since the county relies heavily on the cattle industry.
- C. A major contamination event or outbreak of disease could create both environmental and public health hazards to the human population including exposure to hazardous materials and contaminated water supplies, crops, livestock and food products. There could also be a significant mental health impact to the producers and their families, business partners, the residents in and around the quarantine zone.
- D. Response to contamination and/or disease may involve local, state, federal and other entities. No single local or state agency has the full authority and expertise to act unilaterally, nor does Sarpy County have the necessary resources to deal with a large-scale situation.

### III. ASSUMPTIONS AND PLANNING FACTORS

- A. The identification of animal or plant disease, or food, milk or dairy product contamination within the United States would affect the State of Nebraska including Sarpy County. This could result in the creation and enforcement of movement controls of people, transportation, livestock, plant, food, milk and dairy products and other property.
- B. Positive detection of contamination or disease elsewhere will prompt State officials to employ additional precautions to prevent or mitigate the possibility of an occurrence locally.
- C. Due to the nature of Contagious Animal Diseases (CAD) and existing laws, entities other than Sarpy county may declare a disaster affecting the county. In such incidents, Sarpy county will also submit a Disaster Declaration as described in Annex A, Attachment 4.
- D. If a threat of contamination or disease is received as a mechanism of terrorism and is confirmed as being a terrorist event, then use the "Terrorism" Appendix of Annex H, Law Enforcement of this LEOP in conjunction with this Appendix.
- E. Numerous local, state and federal agencies will play a role in mitigating an agricultural event. Remediation and recovery activities have the potential to involve massive amounts of resources.
- F. Large quantities of crops, rangeland, domestic livestock and wildlife, and food may be destroyed or controlled to prevent the spread of contamination or disease after it has been confirmed within the County.
- G. Vector-borne diseases can spread quickly, therefore a rapid response and control over a potentially wide area is needed.
- H. Suspected or confirmed cases may require immediate quarantine of the area of origination and may require special operational procedures.
- I. Eradication of the causative agent will require proper sanitary and disposal procedures for animal carcasses, plant material and/or food as determined by the Nebraska Department of Agriculture or Nebraska Department of Environmental Quality. Suspected infected locations, transport vehicles and on-site personnel may require decontamination. Local bio-security guidelines need to be established and implemented.
- J. Environmental protection regulations or procedures may need to be temporarily suspended to allow the timely and efficient disposal of food, plant material or euthanized livestock and wildlife.

- K. The Nebraska Agriculture Department will determine the CAD level of response and activities including those of allied agencies for situations where Contagious Animal Diseases (CAD) are suspected or confirmed.

The four levels of CAD/FAD response are:

CAD LEVELS

1. CAD Level 1: A CAD is confirmed in North America or Mexico, but not in the United States.
2. CAD Level 2: A CAD is confirmed in the United States, but it is not suspected or confirmed in a state bordering Nebraska.
3. CAD Level 3: A CAD is confirmed in a border state.
4. CAD Level 4: A CAD is strongly suspected or confirmed in Nebraska

Specific details and actions are listed the ESF 11, Appendix 1 of the SEOP.

IV. CONCEPT OF OPERATIONS

- A. It is recognized that under some agriculture scenarios the need for resources, trained personnel and specialized equipment and supplies, will be tremendous.
- B. Before, during and following the Governor's emergency proclamation, the Nebraska Department of Agriculture will serve as the designated Emergency Support Function Coordinator (ESFC).
- C. If the situation is determined to be an act of terrorism, LEOP Annex H, Appendix 1, "Terrorism", will be referenced for response to the incident. The Federal Bureau of Investigation (FBI) will be the lead agency responsible for crisis management and responsible for coordinating federal law enforcement response and action during a terrorist/WMD incident, and throughout the post-incident investigation.
- D. Upon a request for assistance, the ESFC will determine which participating departments/agencies/associations are needed and will take steps to activate them or place them on alert.
- E. The level of response to an event depends on the extent and the CAD Incident Severity Levels of the event. The response may initiate a response from multiple sectors in multiple jurisdictions.
- F. When an approved diagnostic laboratory confirms a positive test, for either a "CAD LEVEL 3 and/or 4 - Confirmed", the USDA will notify NDA which will notify NEMA and in turn will notify Sarpy County.

- G. In some incidents the Governor's declaration may include closing the borders of the state and suspending livestock transport within the state. This action creates the need for off-loading and holding pen locations for livestock in transit. All counties with livestock transportation routes need to develop contingency plans for the un-loading, herd health inspections, feed, water, waste management, bio-security; which may include photography of the animals during unloading, wranglers or animal handlers, and the re-loading of animals after the emergency declaration is ended; see Attachment 2, this Appendix.
- H. Additional local plans or Standard Operational Procedures are needed for the cleaning and possible decontamination and storage of the trucks and personnel involved with the animals. NDA has provided each county a set of "Agriculture Guides, County Emergency Response Monographs", 2005 that address issues that an affected county may face.
- I. The entire process or chain of events needs documentation to include confirmation of ownership, copies of bills of lading, direct expenses incurred during the temporary housing, and the final distribution of the animals.
- J. A notification process also needs established so that the State Vet., the shipping company and the livestock owners know of the location of the animals being held.

## V. ORGANIZATIONAL ROLES AND RESPONSIBILITIES

Details of the roles and responsibilities of the various agencies and organizations are found in the State Emergency Operations Plan (SEOP). The following describes in general the roles and scope of activities. Due to the nature of a specific CAD event, this list may not be all inclusive or describe all activities or operations.

### A. STATE AGENCIES

#### 1. Nebraska Department of Agriculture ESF 11

The Nebraska Department of Agriculture (NDA) is the coordinating agency (Emergency Support Function Coordinator, ESFC) for all agricultural related responses in the State of Nebraska as authorized in Nebraska State Statutes listed in the State Emergency Operations Plan, ESF-11, 28 July 2003, and and subsequent updates ,2004, 2005. NDA, along with the Nebraska Emergency Management Agency (NEMA), will conduct operations using the NIMS protocols for multi-agency coordination.

2. Office of the Governor

The Office of the Governor is empowered to issue State of Emergency Proclamations, request Presidential Declarations and affect the powers as granted in the Nebraska Emergency Management Act.

3. Nebraska Emergency Management Agency (NEMA)

NEMA will activate and operate the State Emergency Operations Center; provide liaison to the affected jurisdictions; prepare situation reports for the Governor; respond to assistance requests from county emergency management; coordinate the State's response with local jurisdictions; coordinate with FEMA and the National Response Plan; and assist in the coordination of disaster related public information. NEMA can assist local responders, especially in remote areas, with communications and coordinate the provision of Personal Protective Equipment (PPE), other equipment, chemicals and supplies to facilitate the movement, destruction, disposal and decontamination of equipment and individuals.

4. Nebraska Department of Environmental Quality (NDEQ) ESF-13

NDEQ provides technical assistance regarding environmental issues, regulations and requirements during the disaster planning stage and on-site, specifying containment practices and procedures for carcass disposal, including temporary on-site disposal, decontamination, cleaning, disinfecting stations, and waste disposal and/or treatment sites. They also will provide information on all known livestock feeding operations.

5. Nebraska Department of Natural Resources (NDNR)

The NDNR can provide technical assistance during the planning stage and on-site, for mapping information, especially on topography and water tables.

6. Nebraska Department of Roads (NDOR) ESF-1

The NDOR will identify the sustainability of roads and bridges for law enforcement for traffic control issues and will provide guidance in re-routing traffic in and around the affected area. NDOR will assist with the transportation of soil, carcasses or debris and will help identify additional sources of contractors and specialized equipment.

7. Nebraska Games and Parks Commission (NGPC)

The NGPC will provide containment and/or quarantine assistance, including vector control, monitoring and management of wildlife, to prevent the spread of CADs to or through wild animals. They will also provide disposal sites, excavation equipment, and aid in the transport of carcasses, soil and debris.

They will assist law enforcement agencies with traffic control, general security and law enforcement.

8. Nebraska Health and Human Services System (HHSS) ESF-8

HHSS will provide an assessment of the public health needs, and provide ~~then~~ the technical assistance, leadership and coordination to address the medical and mental health care of the public. They will provide assistance and epidemiology services in dealing with zoonotic (diseases transferred from animals to humans) diseases. They will support the local jurisdictions per the LEOP in other areas to include the testing of potable water, mental health and other public health concerns.

9. Nebraska Military Department (MIL) ESF-10

Members of the Nebraska Army and/or Air National Guard may be ordered to support other agencies in the containment/quarantine activities, traffic control, general security, transportation or other designated functions. A request for military support is outlined in each county's LEOP, Basic Plan, VI, I.3.

10. Nebraska State Fire Marshall (NSFM) ESF-4

The Office of the State Fire Marshall can provide NIMS compliant Incident Management training to local responders, officials and animal care providers. The training can be specialized for handling animal incidents and decontamination concerns.

11. Nebraska State Patrol (NSP) ESF-7

The NSP will coordinate with local law enforcement agencies in establishing or assisting in personnel, responders and site security and safety, egress into or out of the quarantine zones, re-routed traffic control and can provide additional communications support with a mobile Communications vehicle.

12. University of Nebraska System (UNS)

The UNS through its various departments, campuses and affiliations such as the Cooperative Extension Service will provide information regarding CADs, FADS, Biosecurity, and plant/animal health practices. Experts and specialists from the UNS will also provide technical assistance in the incident planning process; provide surveillance assistance in the prevention, response and recovery stages. Various departments such as the Dept. of Veterinary and Bio-Medical Science will assist in animal disease diagnosis and provide laboratory services for animal, plant, food, milk and dairy product related analytical needs.



## B. FEDERAL AGENCIES

### 1. Lead Federal Agency (LFA)

The Lead Federal agency, generally the United State Department of Agriculture or the Federal Bureau of Investigation in a terrorist incident, may implement the National Response Plan which provides a mechanism for the organization, coordination and mobilization of federal resources to support state and local activities.

### 2. United States Department of Agriculture (USDA)

- a. The USDA, through its various national, state and local agencies offices, will provide Technical assistance during the planning phase and technical resources during the prevention, response and recovery stages. They will provide laboratory assistance in the identification of CADs, FADS. Upon confirmation of a FAD, can issue an "Emergency Declaration" which will initiate an immediate response by all other agencies and affected jurisdictions. Through the Farm Services Agency will administer the indemnification process to include the cost of animals and approved costs with an incident.
- b. The USDA will direct all eradication activities and consult will state and local authorities regarding the eradication activities. These include but are not limited to, the immediate quarantine process, treatment or elimination and disposal of exposed or infected animals, decontamination, transportation issues, records, public information coordination and required training for those involved in the eradication process.

### 3. United States Food and Drug Administration (USFDA)

The USFDA, through its various agencies, will provide technical assistance during the planning stage and technical and laboratory support during the prevention, response and recovery phases of an incident.

### 4. Federal Bureau of Investigation (FBI)

In the event that the CAD or FAD is the possible or confirmed result of terrorist activities, the FBI will be the lead agency. The LEOP, Annex H, Appendix, 1, Terrorism, details their roles and relationships with the affected jurisdictions.

### 5. Department of Defense (DOD)

The DOD has units trained and organized to respond to weapons of mass destruction terrorists attacks. In such an event the DOD may direct special operations in support of civil authorities in combating terrorism.

### C. LOCAL/COUNTY AGENCIES

Local officials, elected and appointed, will be actively involved and local resources will be used in a response following the guidelines and framework provided in the rest of this LEOP. Any or all local agencies may be involved and will, in general, assume their normal roles as defined in this Plan. The following agencies or entities may provide additional support during a CAD/FAD event.

#### 1. Sarpy County Commissioner's/Supervisors

- a. The chief elected officials will maintain direction and control of governmental activities; declare a county emergency through the normal process described in the LEOP; and provide local resources within their capability.
- b. The County Clerk/Treasurer will coordinate the documentation of all disaster related expenses such as personnel time, overtime, equipment usage, in-kind or stocked materials, etc. and will follow accepted accounting procedures. Each county or local agency will document their own disaster related expenses and make the data available as requested.

#### 2. Sarpy County Sheriff's Office

The Sheriff's office will receive an early alert of a suspected CAD/FAD from the County EM when the situation warrants. -At the time of CAD confirmation, the Sheriff will become a member of the Sarpy County Unified Command structure for the event and assume the command position for local law enforcement functions. The Sheriff's Department will provide the initial incident security to the personnel and the quarantine zone. The Sheriff's Department will provide communications support and will coordinate local law enforcement response with support from the Nebraska State Patrol. Other roles and responsibilities during a disaster are outlined in other parts of this LEOP.

#### 3. Sarpy County Emergency Management

The Emergency Manager will receive an early alert of a suspected CAD/FAD from NEMA should the conditions warrant. At the time of CAD/FAD confirmation (CAD Level 3 or 4, and the county may be involved, the county EOC will become activated. The role and responsibilities of the Emergency Manager will remain the same as in other disasters; that is to coordinate requests for additional support, communicate with and advise the Chief Elected Officials and NEMA of local conditions and activities.

4. Sarpy County Department of Roads

The County Roads Department will respond to requests as in other disasters with emphasis on traffic control in the quarantine zone. In support of the law enforcement agencies, they will identify the sustainability of roads and bridges necessary for re-routing traffic from the quarantine zone. They may also assist by providing excavation and transportation equipment and operators to move soil, carcasses or debris as directed. Their activities will be coordinated through the Sarpy County EOC.

5. Fire Service/EMS

The local fire service(s) will, within their limits of personnel, training and equipment, provide assistance with decontamination, hazardous material and fire protection as required by the Veterinary Emergency Team. They will also provide EMS services as needed. Mutual aid requests will follow normal processes as described in Annex F.

6. Sarpy-Cass Department of Public Health

- a. The regional/local Public Health district will support the Nebraska Health and Human Services System and Volunteers Organizations Active in Disasters (VOAD) in providing overall leadership, coordination, assessment and technical assistance for public health needs in the event of a disaster or emergency. Other functions are described in Annex G.
- b. They will also provide assistance and epidemiology services in dealing with zoonotic (animal spread to humans) diseases.

D. Other Agencies, Organizations:

1. Livestock Concentration Points

Livestock concentration points include all livestock operations, auction markets, all slaughter operations and private and commercial feedlots. These operations, in sizes from one animal to thousands, will develop and implement bio-security plans for the livestock during an emergency.

2. Volunteer Organizations Active in Disaster (VOAD)

Various volunteer agencies will coordinate the provisions for food and temporary shelter on site, especially when an area is quarantined. See The Emergency Manager's Handbook for a list of agencies.

3. Associations, (Trade, Professional, Marketing)

Industrial and professional associations, from international to local components, are invaluable resources such as providing membership lists,

lists of resources such as equipment, stock holding locations, trained stock handling personnel, information about security and other technology that may impact CAD planning, response, recovery and mitigation; see the SEOP, ESF 11, Appendix 1, V. P.

## VI. ADMINISTRATION AND LOGISTICS

### A. Administration

A record of the costs and expenses incurred in the direct support of an emergency or disaster situation will be maintained by each jurisdiction and agency in the event reimbursement claims is made available by state and federal agencies.

### B. Exercises

All agencies with responsibilities outlined in this Appendix will provide annual training in regards to livestock emergencies. An orientation and/or tabletop exercise should be conducted annually to ensure adequate response to a threatened or actual outbreak of disease of non-human population as a result of non-medical disaster. The objectives for these exercises should be based on the policies and procedures identified in this plan.

### C. Plan Maintenance

The Sarpy County Emergency Management Director with the assistance of a veterinarian shall annually review this plan and update the information based on input from the plan's participating agencies.

## LIST of ATTACHMENTS

<u>Attachment#</u>	<u>Item</u>	<u>Page</u>
1	Animal Disease Initial Response Plan/Chart	G - 33
2	Potential Animal Holding Areas	G - 39

**INITIAL ACTIVITIES DURING AN  
AGRICULTURAL RESPONSE  
TO A  
CONTAGIOUS ANIMAL DISEASE (CAD)  
OR A  
FOREIGN ANIMAL DISEASE (FAD)**

An Agricultural Response begins when a private or commercial producer or processor recognizes an unusual condition or symptoms and then notifies a local veterinarian to complete an initial assessment. Then:

- A. If a non-CAD/FAD condition is identified, normal animal health care practices initiated.
- B. If there are unknown or suspicious conditions/symptoms:
  - 1. Local Veterinarian, needing further investigation and diagnosis calls:
    - a. Nebraska -Dept of Agriculture (NDA), and/or the State Veterinarian (SV) 402-471-6802 or 402-471-2351
    - b. Advises producer/processor on immediate herd health actions.
  - 2. NDA or AVIC dispatches a Foreign Animal Disease Diagnostician (FADD) to site.
    - a. Investigation made, samples taken and submitted for laboratory analysis by (USDA) according to priority
    - b. The FADD:
      - i. reports activities and situation to AVIC, State Veterinarian
      - ii. becomes Site Incident Commander
      - iii. coordinates with state agencies and may implement local quarantine, including a local "Stop (animal) Movement order
      - iv. requests voluntary travel restrictions in incident area
    - c. NDA:
      - 1. notifies NEMA
      - 2. notifies LEDRS
      - 3. activates NDA Command Center

- d. NEMA:
  - i. may be notified to assist in sample transport.
  - ii. may activate the SEOC and implement ESF-11 which includes notice to the local affected jurisdiction.
  - iii. notifies Governor's office
- e. USDA:
  - i. completes diagnosis
  - ii. informs AVIC, SV and FADD

#### C. Diagnosis results

- 1. If results are normal (negative CAD).
  - a. FADD informs local producer, processor and veterinarian; routine and ordinary veterinary procedures implemented,
  - b. NDA notifies NEMA who in turn notifies the Governor's office and the EM
- 2. If CAD confirmed:
  - a. USDA:
    - i. Notifies Federal AVIC, NDA and State Veterinarian
    - ii. activates the National Animal Health Emergency Management System
    - iii. may declare an "Emergency" or Extraordinary Emergency"; evaluates need for Presidential declaration
    - iv. provides technical advice and personnel to support NDA
  - b. NDA:
    - i. notifies NEMA, reports to SEOC, activates ESF-11
    - ii. issues "Stop Movement Order"
    - iii. activates LEDRS

- c. NEMA:
  - i. activates SEOC, ESF-11
  - ii. notifies additional agencies for support
  - iii. advises Governor's Office for State Emergency proclamation, Presidential Declaration
  - iv. coordinates with local EM, gathers data, needs requests
  - v. coordinates with other state, federal agencies
  - vi. establishes JIC if not already activated
- d. Governor:
  - i. contacts surrounding states
  - ii. may issue disaster proclamations
  - iii. may issue "Stop Movement Orders", monitors import/export restrictions of animals, people
- e. Local jurisdictions:
  - i. County with "Strongly Suspected CAD"
    - a) is notified by NEMA
    - b) may open EOC
    - c) reviews and readies to implement CAD section of LEOP and 2005 Agricultural Guides from NDA
  - ii. County with "Confirmed CAD"
    - a) activates EOC, reviews and implements CAD section of LEOP and the appropriate 2005 Agricultural Guides from NDA
    - b) notifies Chief Elected Officials and asks for County Declaration.
  - iii. County affected by "Stop Movement Order"
    - a) EM notifies Chief Elected Officials, asks for County Declaration
    - b) reviews and implements appropriate section of LEOP, local

animal holding SOPs, confirms that “Stop Order” in effect

c) may activate EOC

(2) Authorized FADD to implement quarantine

(3) Governor is notified

(4) Notifies NEMA which activates the State Emergency Operations Plan ESF-11,

(5) NDA or NEMA notifies local Emergency Manager.

c) A “Stop movement” order may be issued; Local Emergency Management implements LEOP animal holding plan.

d) Nebraska Livestock Emergency Disease Response System (LEDRS) alerted

3) If CAD level is Presumptive or Confirmed:

a) USDA:

(1) Notifies all federal AVICs and the State Veterinarians

(2) Activates Regional Emergency Animal Disease Eradication Organization (READEO)

(3) Secretary of Agriculture may declare Emergency or Extraordinary Emergency

(4) Evaluates the need for Presidential Declaration

(5) AVIC serves as Unified Incident Commander

b) Nebraska Department of Agriculture

(1) Notifies the Governor,

(2) Notifies NEMA,

(3) Issues “stop-movement”,

(4) Activates LEDRS

(5) Serves as Unified Incident Command at SEOC



## c) Governor

- (1) Contacts surrounding states
- (2) May issue State of Emergency Proclamation
- (3) Activates State Emergency Operations Center
- (4) Monitors and may assign state resources for animal import/export restrictions

## d) NEMA

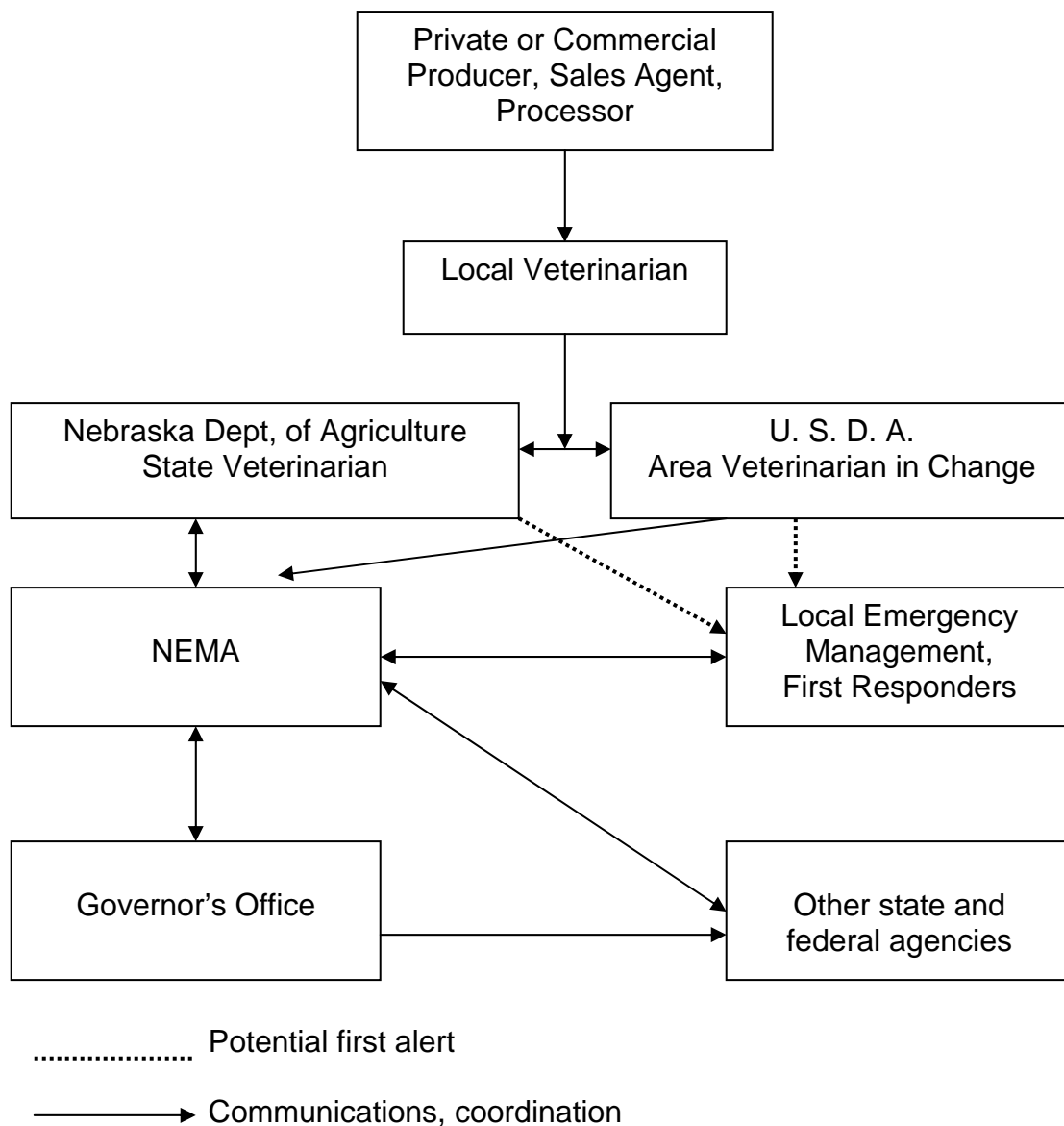
- (1) Activates SEOC, state Emergency Ops. Plan ESF-11
- (2) Establishes Unified Incident Command with NDA, USDA
- (3) Advises Governor about situation, State of Emergency Proclamation, Presidential Declaration
- (4) Coordinates with local EOCs, gathers additional data
- (5) Coordinates with other state, federal agencies

## e) County with confirmed FAD

- (1) Emergency Manager implements LEOP, with emphasis on Annex G, Appendix 2
- (2) Law Enforcement and Fire Service assists in quarantine, traffic control, restricts access in/out of area.
- (3) May establish decontamination stations for personnel, vehicles; advised by DEQ, DNR, HHSS.
- (4) Coordinates with VOAD in support of mass care
- (5) May request mutual aid from other counties
- (6) Maintains activity log and tracks expenses

## f) All Counties issued a “stop movement” order

- (1) Implements LEOP, provides for animal holding areas
- (2) Provides mutual aid to affected counties as requested
- (3) Maintains activity log and tracks expenses

**AGRICULTURAL DISEASE INITIAL RESPONSE PLAN****Initial Phase: Suspected or Confirmed Contagious Animal Disease****Note:**

A “Contagious Animal Disease (CAD) Level 3 –Confirmed” determination will initiate additional agencies, entities and personnel response processes and procedures adequate to meet the disease, threat level and situation.

## POTENTIAL ANIMAL HOLDING AREAS

<u>Location</u>	<u>Contact/Phone</u>	<u>Agreement</u>
-----------------	----------------------	------------------

**EXAMPLE ENTRY:**

<i>Goodal's North Forty</i>	<i>David Jones 123-4567</i>	<i>Jan 23, 2005</i>
-----------------------------	-----------------------------	---------------------

Capacity: *Numbers represent single type of animal only*

*300 hogs  
200 cattle  
375 sheep*

Facility description: \*\*

*Two permanent loading chutes into alleyways leading to cattle holding pens.  
Two portable loading chutes, one portable squeeze chute, 15 hog panels  
Water available, feed storage available, waste management plan,  
Isolation area for sick animals or disposal*

*No facilities for poultry.*

Inspection Veterinary: *Mervin Hocks DVM. 123-4567*

Available handlers/security:

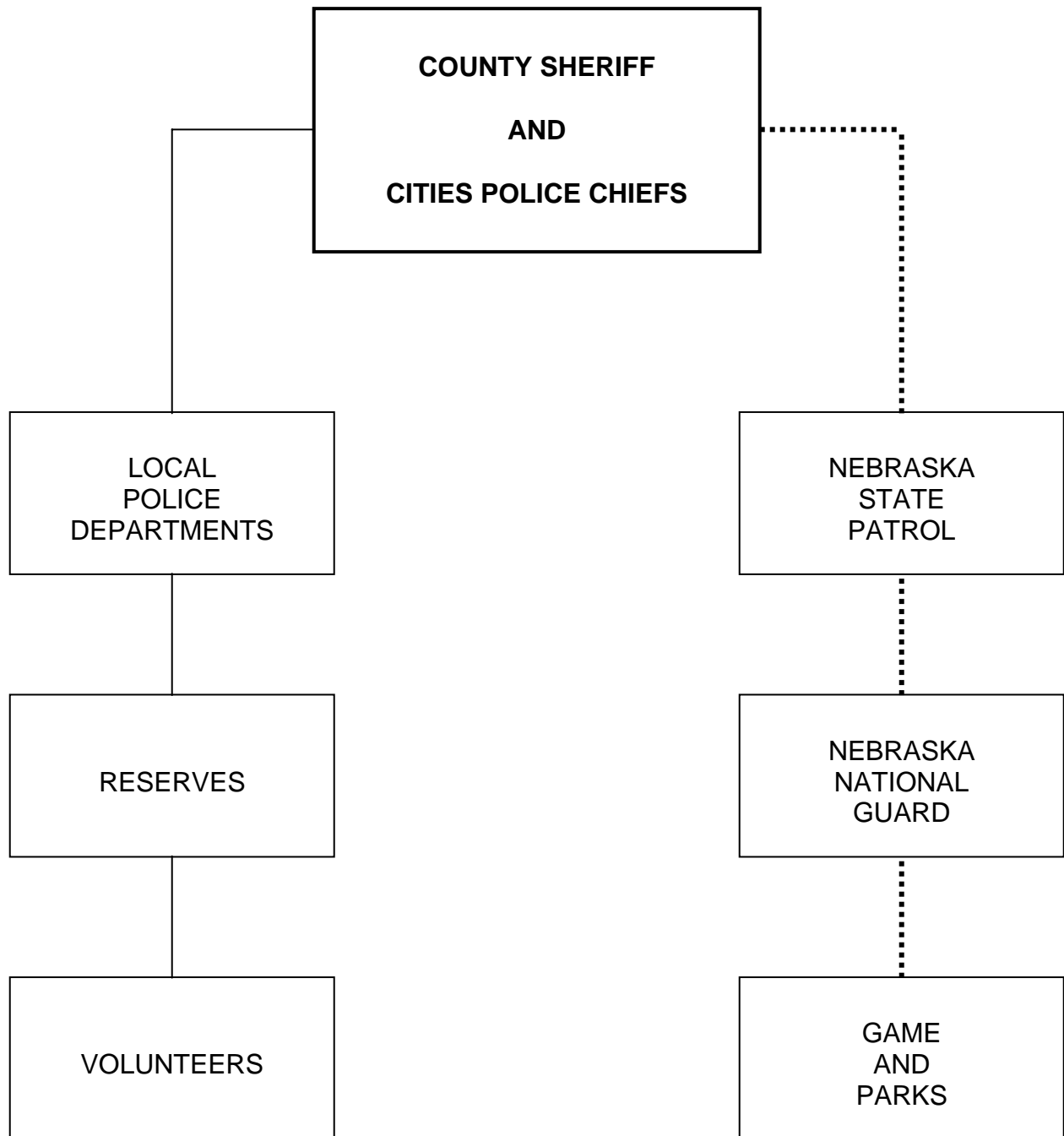
*Ima Cowboy, 345-5432  
H. Isbrother, 456-6543*

\*\* Additional resources listed in Annex L, Attachment 2

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UNDER DEVELOPMENT

## LAW ENFORCEMENT



————— CONTROL

..... COORDINATION AND SUPPORT

## LAW ENFORCEMENT

### I. PURPOSE

This Annex assigns responsibilities and provides coordination guidelines between the law enforcement agencies operating during disasters to ensure the safety of all citizens in Sarpy County, maintain law and order, protect public and private property, and provide protection for essential industries, supplies, and facilities.

### II. SITUATION

During disasters, law enforcement agencies will need to expand their normal operations to provide increased control, protection, and security. Mutual aid, state and federal law enforcement agencies may be available to support local law enforcement. There are four law enforcement agencies in Sarpy County, see Attachment 1.

### III. ASSUMPTIONS AND PLANNING FACTORS

Local law enforcement activities will generally increase significantly during disaster operations. Additional law enforcement resources and services may be available through existing law enforcement agency mutual aid agreements. If local capabilities are overwhelmed, outside support may be obtained from state and federal law enforcement agencies. Areas that may require support are:

- A. Traffic and crowd control,
- B. Evacuation,
- C. Search and rescue operations,
- D. Security,
- E. Acts of terrorism or other federal crimes,
- F. Civil disobedience.

### IV. ORGANIZATION/RESPONSIBILITIES

The Sarpy County Sheriff and city police departments are responsible for law enforcement within their respective jurisdictions. Troopers from the Nebraska State Patrol are available to support local law enforcement requirements. Nebraska

National Guard units are available to provide support subsequent to a Governor's Disaster Proclamation. Law enforcement responsibilities are:

A. City Police Departments

1. Maintain law enforcement in their jurisdictions.
2. Participate in evacuation procedures and special contingency planning.
3. Maintain records of disaster related costs.

B. Sarpy County Sheriff

1. Directs the Sarpy County Sheriff's Office.
2. Coordinates search operations in rural areas.
3. Establishes mutual aid agreements with adjacent jurisdictions.
4. Coordinates evacuation procedures and special contingency planning with local law enforcement.
5. Maintains records of disaster related costs.

C. Nebraska State Patrol

1. Performs law enforcement activities within Sarpy County in accordance with responsibilities assigned by State Statutes.
2. Participates in evacuation procedures and special contingency planning.
3. Maintains records of disaster related costs.
4. Coordinates Nebraska State Patrol operations with Sarpy County. The State Patrol may set up its Mobile Command Post, if needed.

D. Game and Parks provides law enforcement in state parks and recreation areas and may assist county law enforcement agencies.

E. Other Support

1. Reserve/Auxiliary Training: Neither the County Sheriff, nor any city police department have reserve personnel available.
2. Volunteers : If utilized, will assist law enforcement personnel, as directed.

3. Nebraska National Guard: Under disaster emergency conditions proclaimed by the Governor, National Guard assistance may be requested through the Nebraska Emergency Management Agency. Mission support provided to law enforcement includes:
  - a. Security of disaster area.
  - b. Search and rescue operations.
  - c. Assisting Sarpy County law enforcement resources during evacuation activities.
  - d. Providing transportation and communications resources.
  - e. Traffic management, including roadblocks.
  - f. Providing aerial reconnaissance of disaster areas.
  - g. Assisting with crowd control and riots.
  - h. Providing support during acts of terrorism.

## V. CONCEPT OF OPERATIONS

### A. General

Emergency law enforcement operations will be an expansion of normal operations and responsibilities. Each law enforcement agency is responsible for providing law enforcement for its jurisdiction. Upon request, they may assist in similar functions outside their jurisdictional area.

### B. Coordination

1. In an event involving a number of individual law enforcement agencies, it will be the responsibility of each agency chief to ensure that effective coordination and cooperation between agencies is accomplished.
2. If the Emergency Operations Center (EOC) is activated, the affected jurisdiction's law enforcement chief will have the responsibility of advising and making recommendations to the Executive Group.

### C. Warning

Law enforcement personnel may support warning procedures by using emergency vehicles with sirens and public address systems to ensure notification of all residents in an affected area.



#### D. Traffic and Crowd Control

Law enforcement agencies have the major responsibility of providing traffic and crowd control to ensure a safe and orderly evacuation of the disaster area.

1. Law enforcement units will be located at traffic control points on streets and roads designated as evacuation routes.
2. Where possible, evacuation routes will be confined to all-weather roads to provide easy accessibility and minimize the possible effects of inclement weather on evacuation operations.
3. Emergency routes will be designated as necessary. The law enforcement chief or the Executive Group will issue directives banning parking on emergency routes.
4. It is important to broadcast timely advice on the progress of the evacuation.
5. Spontaneous evacuation from the hazard area can be anticipated prior to an order for evacuation.

#### E. Security and Access Control

Individual jurisdictions will maintain regular security protection. Law enforcement personnel will establish and enforce policies and procedures for movement in restricted disaster areas.

1. Security
  - a. Security will be provided by the law enforcement agency having primary jurisdiction.
  - b. A security guard may be posted to prohibit unauthorized personnel from entering the EOC.
  - c. The Chief Executive may declare a curfew.
  - d. Law enforcement personnel will provide security for emergency response forces during disaster operations and establish a secure cordon around the disaster site(s).
2. Access Control
  - a. Members of the EOC Staff will coordinate emergency worker identification requirements with law enforcement officials.

- b. Access control will be established for the disaster area and entry control points will be established for the area.
- c. Other than immediate response emergency personnel, entry into a disaster area will be controlled by a pass system.
- d. If a segment of the population is evacuated, control points will be established on routes providing access to the evacuated area. Operational responsibility will be coordinated among the various law enforcement agencies.

### 3. Passes and Identification

- a. Sarpy County Emergency Management personnel can be provided with the color photo identification card. Possession of this card permits full-time entry into restricted disaster areas.
- b. The Emergency Management Director will determine need and issue volunteers identification cards/passes.
- c. Local government personnel not issued permanent identification cards will be issued color photo identification on a temporary as-needed basis by the appropriate law enforcement agency in coordination with Sarpy County Emergency Management.
- d. Media personnel within the county are provided with identification cards by their individual agencies. Except for unusual circumstances, these identification cards will be recognized for entry into restricted areas.

### F. Search Coordination

Law enforcement officials are responsible for the coordination of search efforts involving:

- 1. Lost or missing persons,
- 2. Fugitives,
- 3. Bomb threats.

### G. Extended Disaster Operations

- 1. All law enforcement personnel in Sarpy County may go on full time status with 12-hour shifts to maintain a 24-hour capability. An exception will be individuals who are considered by the Executive Group to be key personnel in other areas.

2. Mutual aid information may be coordinated through the EOC by the law enforcement chiefs.

#### H. Damage Assessment

Law enforcement agencies will support damage assessment by providing an initial definition of the disaster area. They will maintain security of all the damaged areas and the essential facilities. This may include cordoning the disaster site.

#### I. Radioactive Materials Incident/Accident

Each law enforcement chief should select personnel to be trained in both radiological monitoring equipment operation and agency emergency response procedures.

#### J. Hazardous Materials Incident

In the event of a hazardous materials incident, the Sheriff, each Police Chief, and the Troop Commander, Nebraska State Patrol will ensure that personnel are selected and trained to respond in accordance with the standards set by their agency in compliance with OSHA and EPA regulations.

#### K. Prisoners

1. On a day-to-day basis, the jail population of Sarpy County is transported to and confined in Papillion, Nebraska. The facility has the capability to house 148 prisoners. If a need arose to temporarily control a group of riotous or rowdy persons exceeding the capacity of the jail facility, the County Sheriff would be responsible for selecting a temporary control area.
2. The protection or evacuation of the prisoner population is the responsibility of the jurisdiction. In a situation dictating movement of prisoners, movement will be to the Douglas County Jail Facility in Omaha. The Cass County facility in Plattsmouth will be used if additional space is needed.
3. Transportation requirements will be coordinated through the Resource Coordinator.

#### L. Animal Control/Pet Disaster Planning

Policies for animal control will be determined by the Sarpy County Sheriff's Office working with the Douglas County Humane Society or local veterinary clinics. Disposition of loose animals will be the responsibility of these organizations. During sheltering situations, Red Cross disaster shelters do not accept pets because of the state's health and safety regulations. Service animals, such as guide dogs, that assist people with disabilities are the only animals allowed in

Red Cross shelters. Attachment 2 describes pet owner's responsibilities during a disaster.

## VI. ADMINISTRATION AND LOGISTICS

### A. Plan Maintenance

The Emergency Management Director, in coordination with law enforcement, is responsible for annual review and update of this Annex.

## VII. TRAINING AND EXERCISING

### A. Training

The training program will be consistent with the five-year Homeland Security Exercise Plan. All training supported by the Homeland Security grant process must be ODP (Office of Domestic Preparedness) approved.

### B. Exercising

1. All exercises and drills will be evaluated and any follow-up activities conducted in accordance with the Nebraska Homeland Security Exercise and Evaluation Program (NeHSEEP).
2. Law enforcement personnel will participate in exercises designed to examine the feasibility of this Sarpy County Local Emergency Operating Plan

### LIST OF ATTACHMENTS

<u>Attachment #</u>	<u>Item</u>	<u>Page</u>
1	Law Enforcement Resources	H-9
2	Pets In Shelters	H-10
<u>Appendix</u>		
1	Terrorism	H-11

# SARPY COUNTY LAW ENFORCEMENT RESOURCES

RESOURCES	SHERIFF DEPT	NE STATE PATROL	BELLEVUE POLICE DEPT.	LAVISTA POLICE DEPT.	PAPILLION POLICE DEPT.
Sheriff	1				
Deputies	127				
Police Chief			1	1	1
Assistant Chief			2	2	2
Officers			76	26	22
Troopers					
Reserves					
Total	128		79	29	25
Vehicles With radios	64		48	11	15
Mobile Command Vehicle	1		1		1

## PETS IN SHELTERS

Family disaster planning should also include pets. Household pet planning should include the following steps:

1. Locate a safe place for the pets before disaster strikes. Friends or relatives outside the affected area may shelter your animals.
2. Prepare a list of boarding facilities and veterinarians who could shelter animals in an emergency; include 24 hour phone numbers.
3. Call hotels and motels in your immediate area and a reasonable distance from the home. Ask whether they accept pets, under what conditions, and whether they are restricted as to the size or number of animals.
4. Call local boarding kennels.
5. Assemble a Portable Pet Disaster Supplies Kit: Essential supplies will be needed, regardless of the time the family will be away. A portable pet disaster supply kit should be assembled and kept in a sturdy container in an accessible place.
  - a. Medication and medical records (stored in a water proof container),
  - b. A first aid kit,
  - c. Current photos of the pet(s),
  - d. Food, portable bowls, cat litter/pan, and can opener,
  - e. Instructions on the pet(s)' feeding schedules, diet, and special circumstances (allergies, difficulty chewing/swallowing, diabetes, etc.)
  - f. Sturdy leashes, harnesses, and/or carriers to transport pets.
6. Know what to do as a disaster approaches:
  - a. Call ahead to confirm emergency shelter arrangements for you and your pet.
  - b. Check to be sure your pet disaster supplies are ready to take at a moment's notice.
  - c. Eliminate search time for your pets by sheltering them in one central place (a barn, the house, the basement, storm cellar, etc.).
  - d. Make sure all dogs and cats are wearing collars that are securely fastened with up-to-date identifications. If available, attach the name, address, and phone number of the temporary shelter the family will be at, or the information of the friend/relative where you'll be staying. Temporary tags may be purchased or adhesive tape attached to the pet's I.D. tag may be used for additional information.

## TERRORISM

### I. PURPOSE

#### A. Introduction

1. In February 2003, the White House issued Homeland Security Presidential Directive 5 (HSPD-5), "Management of Domestic Incidents," to enhance the ability to manage domestic incidents by establishing a single, comprehensive national incident management system.
2. In December 2003, the White House issued Homeland Security Presidential Directive 8 (HSPD-8), "Management of Domestic Incidents," to strengthen prevention to, preparedness for and response and recovery to threatened or actual domestic terrorist attacks, major disasters and other emergencies by requiring a national domestic all-hazards preparedness goal and outlining other actions to assist preparedness.
3. Terrorism, as defined by the Federal Bureau of Investigation is the unlawful use of force against persons or property to intimidate or coerce a government, the civilian population, or any segment thereof in furtherance of political or social objectives. It must incorporate all four of these elements before an incident is considered to be an act of terrorism.

#### B. Purpose of This Appendix

1. To provide guidelines for assessing threats and reducing a community's vulnerability to terrorism.
2. To assist in developing a comprehensive and integrated plan for local governments to work in cooperation with state and federal agencies in responding to and managing the "crisis" of terrorism, including the use of nuclear, biological, chemical, and other weapons of mass destruction (WMD).
3. To provide guidance in coordinating "consequence" recovery activities in the community after a terrorist incident.

### II. SITUATION

#### A. Scope of This Appendix

1. This Appendix applies to all threats or acts of terrorism within Sarpy County and to the departments/agencies that may be required to respond to a threat or act of terrorism.

2. This Appendix builds upon concepts already addressed in this Local Emergency Operations Plan (LEOP) to respond to and recover from a broad spectrum of hazards, but it will also address unique actions necessary to respond to a terrorist act.
  - a. On the local level, initial response will be by local authorities, using an Incident Management System in accordance with HSPD-5.
  - b. When the incident becomes identified as a terrorist act or there is a credible threat, the State may request Federal assistance in accordance with HSPD-8.

C. Conditions

1. Concern or an actual threat of terrorism: may prompt precautionary measures. A credible threat scenario will initiate a threat assessment led by the Federal Bureau of Investigation.
2. Significant threat or act of terrorism: will cause response as described in this Appendix.

III. ASSUMPTIONS AND PLANNING FACTORS

- A. All communities are vulnerable to acts of terrorism.
- B. Terrorist events may occur with little or no warning and involve one or more of a variety of tactics to include WMD, bombing, hostage taking, etc.
- C. The fact that an emergency situation was a result of a terrorist act may not be determined until days, weeks, or months after the event has occurred.
- D. The local Emergency Management organization is based on a broad, functionally oriented, multi-hazard approach to disasters that can be quickly and effectively integrated with all levels of government.
- E. No single agency at the local, state, federal, or private level possesses the expertise to act unilaterally in response to threats/acts of terrorism, particularly if weapons of mass destruction are involved.
- F. Terrorism against a large population may overwhelm local and state government almost immediately; major events involving WMD may overwhelm federal capabilities as well.
- G. If protective capabilities are not available, responders cannot be required to put their own lives at risk in order to enter a perimeter contaminated with nuclear, biological, or chemical (NBC) material. It is possible that the perimeter will be



closed until the effects of the NBC material have degraded to levels that are safe for first responders.

#### IV. CONCEPT OF OPERATIONS

##### A. Hazardous Analysis

Emergency Management, in coordination with law enforcement and any other appropriate agencies, should conduct a Hazards Analysis to identify facilities/individuals, essential services, and activities that might be at risk from terrorism.

##### B. Initial Response To Terrorism

1. Once it is suspected or determined that the incident may have been a result of a terrorist act, the following agencies will be notified:
  - a. Federal Bureau of Investigation
  - b. Nebraska State Patrol,
  - c. Nebraska Emergency Management Agency,
2. In responding to any terrorist event in a local community, the Incident Management System (IMS) will be utilized to effectively organize and integrate the various disciplines into one multi-functional organization.
3. The local Emergency Management organization will provide the framework under which local resources will be coordinated and deployed to support response efforts; EM will also be responsible for coordinating recovery efforts from a terrorist incident.

##### C. Site Assessment

1. The area will be quickly evaluated in terms of responder safety and public health in order to identify the need to implement protective actions.
2. The need for protective equipment by response personnel will be assessed.
3. Evacuation or in-place protection of the general population in the affected area will be determined.
4. When a secondary device is suspected or discovered, the area must be evacuated immediately.

5. Security and access control measures in and around the disaster site will be implemented immediately by first responders to ensure public and responder safety as well as facilitate response and recovery initiatives.
6. Local law enforcement will immediately begin working with all responders to ensure that the crime scene is preserved to the maximum extent possible.

#### D. Beyond Local Capability

Response to a terrorist event will involve multiple jurisdictions and levels of government. Upon arrival of state and federal resources at the local scene, response and recovery operations will be structured to include federal, state and local representation.

#### E. Command Structure

The Unified Command (UC) will incorporate multi-levels of response similar to the Incident Management System already functioning at the local level. Members of UC are jointly responsible for the development of objectives, priorities, and an overall strategy to effectively address the situation.

#### F. Unified Command

1. All agencies involved in emergency response in the field report to one Unified Command Post and follow one Incident Action Plan (IAP).
2. Factors determining agencies responding will be:
  - a. The terrorist tactics employed,
  - b. The challenges presented by the scope and nature of the incident,
  - c. The target group involved,
  - d. The response and recovery capabilities of the community impacted.
3. The Operations Section Chief, designated by the Unified Commander, will be responsible for the implementation of the Incident Action Plan. The designation of the Operations Section Chief is based on a variety of factors that may include such things as:
  - a. Existing statutory authority,
  - b. Which agency has the most involvement for that operational period,
  - c. The amount of resources involved,
  - d. Mutual knowledge of the individual's qualifications.

4. As the terrorism event unfolds, local Emergency Management and the Nebraska Emergency Management Agency will each conduct operations at their respective Emergency Operations Centers. Procedures for coordination between local and state agencies will be maintained as in any other disaster.
5. Local representatives may be requested to serve in the Joint Operations Center structure as established by the FBI.

G. Joint Operations Center:

The FBI Field Office responsible for the incident site can modify its Command Post to function as a Joint Operations Center (JOC). Selected local, state, and federal Consequence Management agencies may be requested to serve in three areas at the JOC:

1. Command Group (multi-agency),
2. Support Group (media – public information functions),
3. Consequence Management Group (liaisons).

H. Technical Support

1. Once federal authorities have been notified of a suspected, threatened, or actual terrorist incident, both the FBI and FEMA can request federal agencies to support operations. These agencies/teams will be comprised of members who have the technical expertise to deal with a full range of terrorist tactics to include nuclear, biological, and chemical incidents.
  - a. The FBI may deploy a Domestic Emergency Support Team (DEST) to provide expert advice/assistance to the on-scene commander in the event of a major terrorism event.
  - b. FEMA can activate a Catastrophic Disaster Response Group (CDRG), rapidly deploy an Emergency Support Team (EST) to the scene, and/or request response of federal agencies that have been assigned duties under the functions of the Federal Response Plan.
2. Local and state specialized teams (i.e., hazardous materials, crime narcotics, gang, hostage, etc.) who have skills and equipment to support these operations will assist federal teams, as directed.

I. Preserving The Crime Scene

1. Because of the nature of terrorist acts involving a variety of tactics, law enforcement personnel will work with other responders to:

- a. Preserve the crime scene while developing strategies to protect response personnel,
  - b. Carry out life-saving actions,
  - c. Implement necessary protective actions,
  - d. Define and contain the hazard.
2. First responders become potential witnesses, investigators, and sources of intelligence in support of the crime scene investigation. As such, they should be trained in looking at all incidents as a potential crime scene that may provide evidence in determining the cause of the event and in identifying the responsible parties. First responders will have to review and modify their response procedures to ensure that the crime scene can be preserved to the extent possible without compromising functional responsibilities or standards of service.

#### J. Accessibility Policies

1. Once the life-saving activities and investigation of the crime scene are completed and the area is considered safe, the area will be made accessible to damage assessment teams, restoration teams, property owners, insurance adjusters, media, etc. However, access to the area may still be limited depending on the extent of damage sustained, general conditions of the area, and who is requesting access.
2. Accessibility and reentry policies will be developed in cooperation with the appropriate local, state, and federal officials. Policies will define:
  - a. Who will be given access to the damaged areas,
  - b. Any time restrictions regarding access,
  - c. Whether escorts will be necessary,
  - d. What protective equipment will be required, if any, to enter the area.
3. Methods to facilitate identification and accountability of emergency workers, media, property owners, insurance adjusters, etc. will also be developed for safety and security purposes, utilizing some system of colored badges, name tags, arm bands, etc. Security personnel will be responsible for enforcing these policies and procedures.
4. Areas on site that pose a potential hazard or risk will be identified and cordoned off with the appropriate isolation and warning devices.

V. RESPONSIBILITIES

## A. Procedures that are unique in responding to a terrorist act include:

1. Law Enforcement, lead by the FBI is responsible for the definition of the perimeter, control of access to the area, investigation of the crime and the collection of physical evidence.
2. Fire Service is responsible for fire suppression, search and rescue and hazardous materials response to the level of their training and equipment. See Annex F.
3. Emergency Medical is responsible for triage, treatment and transport of victims. See Annex G.
4. Public Works is responsible for debris removal, utilities, and to aid in traffic management. See Annex K.
5. Emergency Management is responsible for coordinating public information, damage assessment, sheltering, volunteer coordination, human services, and resource management.

VI. ADMINISTRATION AND LOGISTICS

## A. Records

All agencies will maintain records of their expenses incurred in response and recovery activities to a terrorism event.

## B. Training

Emergency Management training for response and recovery to terrorism is available to jurisdictions by contacting the Training Office at the Nebraska Emergency Management Agency in Lincoln.

## C. Exercising

After the planning and training elements on counter-terrorism have been completed, an exercise addressing potential threats in the community should be conducted.

## D. Annex Maintenance

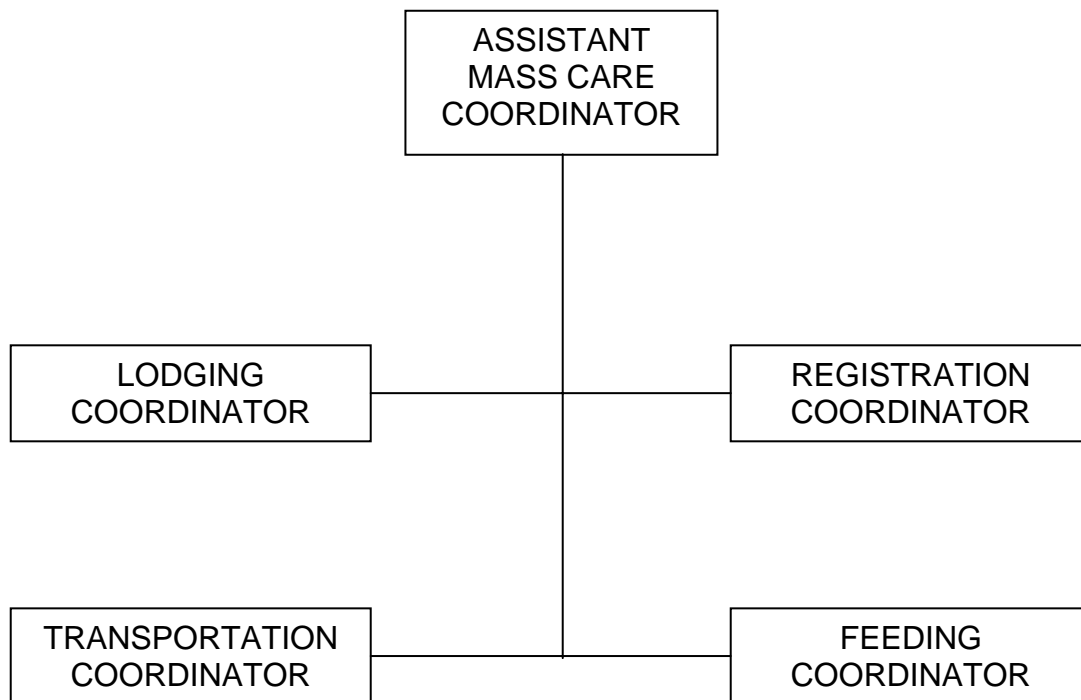
The Sarpy County Emergency Management Director will be responsible for maintenance and improvement of this Appendix. The Appendix will be reviewed and updated as necessary but not less than annually.

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## MASS CARE



### EMERGENCY MANAGEMENT ORGANIZATION



## MASS CARE

### I. PURPOSE

The purpose of this Annex is to establish plans, procedures, policy and guidelines for the providing of temporary lodging, feeding, and the general welfare of persons forced to leave their homes due to any kind of emergency, disaster or precautionary evacuation.

### II. SITUATION

- A. Within Sarpy County numerous hazards have been identified that could cause an evacuation of some portion of the county, see Annex E. Although the county has a resident population of approximately 132,000, there is no conceivable hazard that would require mass care of the full population. The most likely scenarios range from a few families to as many as 3,300 persons displaced by a flood.
- B. Transient populations, tourists or travelers, needing mass care could be motorists stranded due to a sudden blizzard or the overnight occupants of the over 20 motels in Sarpy County should an accident or disaster cause their evacuation. Motel facilities are located along Highways 31, 75, 50 and 370, Interstate 80 and the Fort Crook Road.
- C. The Heartland Chapter of the Red Cross, in Omaha, has identified buildings suitable to lodge or feed evacuees. See Attachment 1.

### III. ASSUMPTIONS AND PLANNING FACTORS

- A. The Heartland Chapter of the American Red Cross will manage and coordinate mass care operations. Sarpy County and local government will support all mass care activities, particularly as the requirements become greater and the Red Cross nears its limit in resources.
- B. Other professional and volunteer organizations, which normally respond to disaster situations, will do so.
- C. Assistance from outside the county through mutual aid agreements and from state and federal level emergency oriented agencies may be available.
- D. Facilities planned for mass care use will be available at the time of need. Lodging facility capacities are based on 40 - 60 square feet per space.



- E. Experience has shown that under localized emergency conditions, a high percentage (50 percent or more) of evacuees will seek shelter with friends or relatives rather than go to established shelters.
- F. Essential public and private services will be continued during a mass care situation. Normal activities in some schools and churches may have to be curtailed or discontinued.
- G. If the threat of an evacuation is due to a visible hazard or has been discussed in the media, some spontaneous evacuation will occur prior to an implementing order. Therefore, mass care operations may have to begin early in any disaster.

#### IV. ORGANIZATION/RESPONSIBILITIES

The ultimate responsibility for the care of evacuees in Sarpy County rests with local governments. In most emergencies, some level of government support will be required. The appropriate City Emergency Management Liaison with the support of the Sarpy County Emergency Management and Communications Agency Director will act for their jurisdictions in coordinating mass care activities until the Red Cross can respond.

##### A. Emergency Management

The Emergency Program Manager or designee will be responsible for identifying appropriate lodging and feeding facilities, coordinating utilization of transportation resources, supporting registration of evacuees, and overseeing lodging and feeding operations. Depending on the magnitude of mass care requirements, the Emergency Management Director may appoint additional mass care staff.

##### B. The Heartland Chapter of the American Red Cross (ARC)

The Heartland Chapter of the American Red Cross will carryout the Mass Care coordination function. The nature and scope of the emergency will determine specific actions to be taken by the Red Cross, but in any case, the Red Cross will be responsible for carrying out its mandated responsibilities as indicated in the Act of Congress, January 5, 1905, as amended, 36 U.S.C. The Red Cross will not assume responsibility for government functions but will support state and local government and will provide assistance to individuals and families as indicated and within the realm of existing Red Cross disaster relief policies. Red Cross will coordinate registration of evacuees, shelter, feeding and other support as the situation may indicate. The Red Cross will be responsible for only those costs committed by its authorized representative.

### C. Supporting Organizations

1. The Salvation Army and other disaster relief organizations may support mass care operations as provided for in their plans and procedures.
2. The USDA County Emergency Board (CEB) maintains a listing of food, feed, and seed facilities located within the county which may be of assistance for mass care operations.

## V. CONCEPT OF OPERATIONS

### A. American Red Cross Functions

The Heartland Chapter of the American Red Cross will manage lodging and mass feeding operations. They will work with the Emergency Management Director to ensure effective coordination of resources. Red Cross activities will be in accordance with the current ARC Disaster Guidelines and Procedures Series - ARC 3000.

1. Temporary Sheltering: When shelter facilities are opened by the Red Cross, it will be the responsibility of the Red Cross to maintain all functions and staffing according to Red Cross policy. Some functions will be to:
  - a. Provide shelter managers,
  - b. Select shelter sites in coordination with the Emergency Program Manager and have a signed shelter agreement between ARC and the facility management,
  - c. Provide food service,
  - d. Provide disaster health service through Red Cross staff in cooperation with the Emergency Medical Services and the Public Health Coordinators. Services may include first aid, replacement of medication, immunizations, and mental health services etc.
  - e. Maintain records,
  - f. Staff Lodging,
  - g. Maintain Red Cross shelter identity,
  - h. Maintain order,
  - i. Provide evacuee locator and welfare inquiry services,

- j. Establish first aid stations in reception and care facilities, as necessary.
- 2. Feeding: As needed, meals and snacks will be provided to evacuees and workers through both mobile units and fixed feeding sites. Red Cross will be responsible for meal planning, coordination of mobile feeding, identifying feeding sites and resources for the procurement of food and related supplies. Some specific functions will be to:
  - a. Select feeding sites in coordination with the Emergency Management Director,
  - b. Request health inspections through the Public Health Coordinator,
  - c. Procure food and supplies,
  - d. Maintain records and reports,
  - e. Provide and maintain mobile feeding units.
- 3. Registration: The Red Cross will register evacuees, and as applicable, will share numbers with appropriate government agencies concerning those evacuees who are housed in Red Cross shelters.

#### B. Salvation Army Functions

The Salvation Army at 3216 Cuming Street, Omaha, may provide the following support during mass care operations.

- 1. Registration and identification of victims, missing persons services, locating individuals and answering inquiries from concerned relatives and families outside the disaster area.
- 2. Temporary shelter in the Omaha Salvation Army Citadel located at 3738 Cuming Street, the Salvation Army Division Headquarters at 3612 Cuming Street, the North Corps at 2424 Pratt Street and the South Corps at 4032 Harrison Street. Each facility has a capacity of 30-50 persons.
- 3. Mass feeding in Salvation Army temporary facilities assigned for that purpose.
- 4. Mobile feeding, hot meals or snacks, for disaster victims and emergency workers at the disaster scene.

#### C. Lodging/Feeding Facilities

- 1. Facility List: A list of available lodging/feeding facilities is contained in Attachment 1

2. Selection: The designation of specific lodging and feeding facilities will depend on the actual situation and the location of the hazard area. Selected facilities will be located far enough from the hazard area so that there is no possibility of the threat extending to the mass care facility. The best possible facilities will be selected from the list in Attachment 1 or from lists maintained by the Red Cross.
3. Agreements: The Red Cross has agreements to use facilities in the county. The Emergency Management Director will obtain permission from owners to use other facilities as required.
4. Special Needs: Selection and operations of temporary lodging facilities for institutionalized or special needs groups (nursing homes, hospitals, etc.) will be coordinated with those organizations to ensure the facilities are adequate.

#### D. Implementation

Provisions of this plan concerning mass care will be implemented as soon as a need for temporary sheltering or feeding is noted. While a coordinated government/Red Cross decision is desirable, the Red Cross may independently activate their operations.

1. Preparedness Phase: Communications will be established with all agencies. Essential personnel, including volunteers, will be alerted and required material resources (cots, blankets, food, etc.) located and pre-positioned, if necessary. In the event of an evacuation caused by an incident at the Fort Calhoun Nuclear Power Plant, communications will be established with the Washington County EOC and the Nebraska Emergency Management EOC. Refer to the Sarpy County Radiological Emergency Reception Plan for details.
2. Response Phase: In the event of a major disaster, actions for the reception of evacuees, including the opening the Registration Center and selected lodging/feeding facilities, will begin.

#### E. Registration of Evacuees

Registration will be conducted at the designated lodging facilities in accordance with Red Cross procedures. If it is necessary for shelters to be opened before the Red Cross is available to begin registration, local officials may make copies of the registration form, Attachment 2, to begin the process.

#### F. Welfare Inquiries

The Red Cross may establish a Disaster Welfare Inquiry Operation to answer requests from relatives and friends concerning the safety and welfare of evacuees or those in disaster areas. Incoming and outgoing traffic will generally

be handled by amateur radio and REACT personnel. Local volunteer groups in Sarpy County will conduct welfare search missions. Welfare inquiry listings, along with registration listings, will be coordinated with the EOC and law enforcement agencies for comparison with missing persons lists.

#### G. Emergency Public Information

The American Red Cross and the Emergency Program Manager will coordinate with the Public Information Officer to ensure that the public is kept informed about location of mass care facilities, places of contact for missing relatives, and continued emergency services.

#### H. Resource Support

The Sarpy County Emergency Program Manager will determine transportation and other resource needs and coordinate utilization of resources. The Emergency Program Manager maintains a resource directory.

### VI. ADMINISTRATION AND LOGISTICS

#### A. Records

The Red Cross will maintain records of all expenses incurred by their mass care activities. The Executive Group will ensure that adequate records of local government expenses are maintained.

#### B. Training

The Red Cross offers training in Shelter Operation Workshop and Disaster Welfare Inquiry Operations and will provide these trained persons for disaster operations when requested by the Sarpy County Emergency Management Director.

### VII. TRAINING AND EXERCISING

#### A. Training

The training program will be consistent with the five-year Homeland Security Exercise Plan. All training supported by the Homeland Security grant process must be ODP (Office of Domestic Preparedness) approved.

#### B. Exercising

All exercises and drills will be evaluated and any follow-up activities conducted in accordance with the Nebraska Homeland Security Exercise and Evaluation Program (NeHSEEP).

LIST OF ATTACHMENTS

<u>Attachment</u>	<u>Title</u>	<u>Page</u>
1	Listing of Mass Care Facilities	I-9
2	Sample Registration Form	I-15

## CERTIFIED MASS CARE FACILITIES

### Bellevue

Facility	Address	Point Of Contact	Phone Number	Lodging Capability (numbers)	Feeding Capability (numbers)	Usage Agreement Date
Avery Presbyterian Church	1910 Avery Road		733-1104	96	96	
Avery Elementary School	507 Avery Road	Bobbie Mitchell	292-1371 (H) 293-4460 (W) 651-0993 (C)	250	250	
Bellaire Elementary School	1200 West Mission	Arlana Whitney	291-0838 (H) 293-4510 (W) 968-3693 (C)	200	200	
Bellevue East High School	1401 High School Drive	Rob Lavalleur	614-1135 (H) 293-4150 (W) 618-3270 (C)	550	550	
Bellevue Free Methodist Church	1910 Lloyd Street			204	204	
Bellevue West High School	1501 Thurston Street	Kevin Rohlfs	292-4396 (H) 293-4040 (W) 651-0911 (C)	1449	1449	
Bertha Barber Elementary School	1401 Main Street	Monique Holmes	291-4827 (H) 293-4560 (W) 490-8283 (C)	326		
Birchcrest Elementary School	1212 Fairfax Road	Sue Fjelstad	292-0838 (H) 293-4635 (W) 981-0366 (C)	156	256	
Betz Elementary School	605 West 27 <sup>th</sup> Avenue	Matt Fenster	366-6781 (H) 293-4585	223	223	
Central Elementary School	510 West 22 <sup>nd</sup> Avenue	Jenny Fundus	292-8522 (H) 293-4685 (W) 305-6752 (C)	333		

<b>Bellevue continued</b>						
Resource Center	1201 Gregg Road	Verlane Hock	292-4096 (H) 293-4930 (W) 676-4811 (C)	150	150	
First Baptist Church Family Life Center	202 East 23 <sup>rd</sup> Street		292-0193	359	359	
First Baptist Church	112 East 23 <sup>rd</sup> Street		291-3378	450	450	
Fort Crook Elementary School	12501 South 25 <sup>th</sup> Street	Mike Smith	292-4517 (H) 293-4710 (W) 250-9788 (C)	280	280	
Logan Fontenelle Middle School	701 Kayleen Drive	Alicia Richards	292-7980 (H) 293-4360 (W) 690-3307 (C)	400	400	
Mission Middle School	2202 Washington Street	Larry Murry	682-0590 (H) 293-4260 (W) 681-5158 (C)	300	300	
Reed Community Center	1200 Lord Blvd		293-3142	250	250	
St. James United Methodist	1501 Franklin Street		291-3881	100	100	
St. Mary's Church	2302 Crawford Street		291-1350	75	75	
Twin Ridge Elementary School	1400 Sunbury Drive	Lori Thomas	861-0711 (H) 293-4845 (W) 510-0566 (C)	200	200	
Wake Robin Elementary School	700 Lincoln Road South	Lydia York	738-8875 (H) 293-4955 (W) 679-0873 (C)	504	504	



**Gilmore Precinct**

Facility	Address	Point Of Contact	Phone Number	Lodging Capability (numbers)	Feeding Capability (numbers)	Usage Agreement Date
Gross High School	7700 South 43 <sup>rd</sup> Street		734-2000 734-2007	1200	1200	
Bryan Middle School	8210 South 42 <sup>nd</sup> Street		557-4100	1197	1197	
Giles Elementary School	4148 West Giles Road			250	250	
Bryan High School	4700 Giles Road		557-3100	794	794	

**Gretna**

Facility	Address	Point Of Contact	Phone Number	Lodging Capability (numbers)	Feeding Capability (numbers)	Usage Agreement Date
Gretna High School	805 County Road		332-3936	500	500	
Gretna Elementary School	801 South Street		332-3341	250	250	
St. Patrick's Church of Gretna	514 Angus Street		332-4444 332-5505	100		

**LaVista**

Facility	Address	Point Of Contact	Phone Number	Lodging Capability (numbers)	Feeding Capability (numbers)	Usage Agreement Date
LaVista Junior High School	7900 Edgewood Blvd	Tom Furby	592-8668 (H) 898-0436 (W)	750	750	
LaVista West Elementary School	8004 Terry Drive	Lisa Wood	502-6432 (H) 898-0463	200	200	

## La Vista continued

Parkview Heights Elementary	7609 South 89 <sup>th</sup> Street	Scott Nelson	486-1545 (H) 898-0433	337	337	
Faith Presbyterian Church	8100 Giles Road		592-3812	150	150	
LaVista Community Center	8116 Park View Blvd.		331-4343	200	200	

## Papillion (\* indicates generator availability)

Facility	Address	Point Of Contact	Phone Number	Lodging Capability (numbers)	Feeding Capability (numbers)	Usage Agreement Date
*Carriage Hill Elementary School	400 Cedardale Road	Debra Rodenburg	(712)527-3912, 898-0449 (W)	350	350	
First Lutheran of Papillion	432 North Washington		339-3668	150	150	
*Papillion – LaVista High School	402 Centennial Road	Jim Glover	596-3087 (H) 898-0400	2000	2000	
*Papillion Junior High School	423 South Washington	John McGill	896-6623 (H) 898-0424 (W)	750	750	
St. Columbkille School	200 East 6 <sup>th</sup> Street		339-3285 339-8706	75	75	
St. Paul's United Methodist	324 South Jackson		339-3308	75	75	
*Trumble Park School	500 Valley Road	Kellen Czaplewski	592-3873 (H) 898-0466 (W)	200	200	
Wildwood Christian School	1214 North Monroe		331-1575	100	100	
*Tara Heights Elementary School	700 Tara Road	Patricia Zeimet	502-9198 (H) 898-0445 (W)	200	200	

**Springfield**

<b>Facility</b>	<b>Address</b>	<b>Point Of Contact</b>	<b>Phone Number</b>	<b>Lodging Capability (numbers)</b>	<b>Feeding Capability (numbers)</b>	<b>Usage Agreement Date</b>
Platteview Jr/Sr HS	108 <sup>th</sup> and Platteview		339-5052 339-3606	750	750	
First United Methodist Church	480 Main Street		253-2270	200	200	
Springfield Elementary School	700 Main Street		253-2245	150	150	
Our Redeemer Lutheran Church	302 North 3 <sup>rd</sup> Street		253-2893	42		

**Richland Township**

<b>Facility</b>	<b>Address</b>	<b>Point Of Contact</b>	<b>Phone Number</b>	<b>Lodging Capability (numbers)</b>	<b>Feeding Capability (numbers)</b>	<b>Usage Agreement Date</b>
Westmont Elementary	13210 Glenn Street		895-9602	150	150	

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\_\_\_\_\_  
Date In

**REGISTRATION FORM FOR EVACUEES ASSIGNED TO  
CONGREGATE CARE HOUSING/VOLUNTEER HOMES**

\_\_\_\_\_  
Date Out

1	_____	_____	_____
	(Name-Head of Household)	(Age)	(Sex)
2	_____	_____	_____
	(Spouse)	(Age)	(Sex)
3	_____	_____	_____
	(Family Member)	(Age)	(Sex)
4	_____	_____	_____
	(Family Member)	(Continue On Back If Needed)	(Age)
5	_____		_____
	(Home Address)		(Telephone #)
6	_____		
	(Special Physical/Medical Requirements)		
7	_____	8	_____
	(Assigned Housing)		(Assigned Feeding)
9	_____		
	(Volunteer Home-Name & Address)		
10	_____		
	NOTIFY IN EMERGENCY	(Address)	(Telephone #)

-

\_\_\_\_\_  
Date In

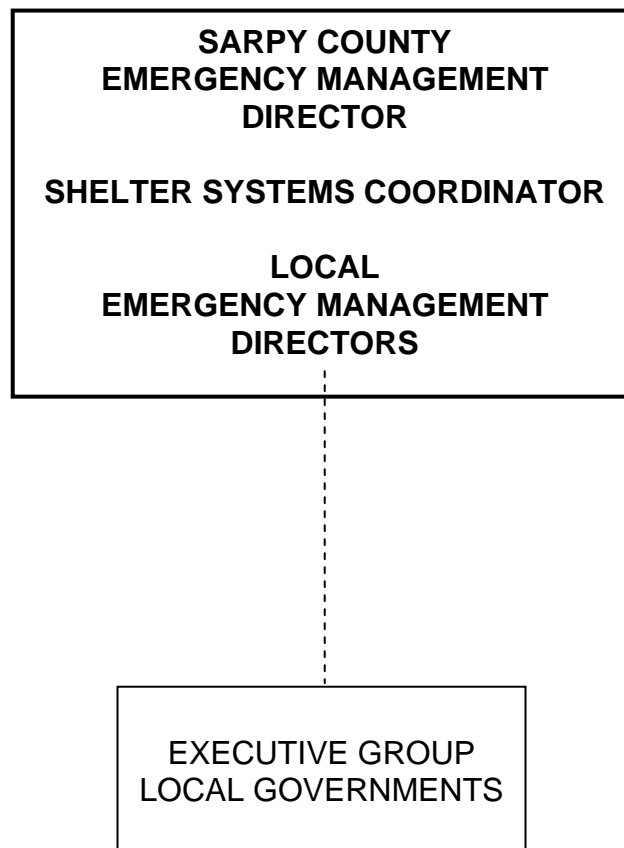
**REGISTRATION FORM FOR EVACUEES NOT HOUSED  
IN CONGREGATE CARE HOUSING  
(HOUSED WITH FRIENDS/RELATIVES/MOTELS/ETC.)**

\_\_\_\_\_  
Date Out

1	_____	_____	_____
	(Name-Head of Household)	(Age)	(Sex)
2	_____	_____	_____
	(Spouse)	(Age)	(Sex)
3	_____	_____	_____
	(Family Member)	(Age)	(Sex)
4	_____	_____	_____
	(Family Member)	(Continue On Back If Needed)	(Age)
5	_____		_____
	(Home Address)		(Telephone #)
6	_____		
	(Special Physical/Medical Requirements)		
7	_____		
	(Assigned Feeding-if Applicable)		
8	_____	_____	_____
	(Name of Friend/Relative/Hotel)	(Address)	(Telephone #)
9	_____	_____	_____
	NOTIFY IN EMERGENCY	(Address)	(Telephone #)

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## **PROTECTIVE SHELTER**



## PROTECTIVE SHELTER

### I. PURPOSE

The purpose of this Annex is to outline procedures necessary for the protective sheltering of Sarpy County citizens and transients if severe weather, nuclear crisis, or other hazardous events make it necessary.

### II. SITUATION

- A. Tornadoes are the most severe natural event impacting the county and its communities.
- B. A number of buildings in Bellevue, Papillion and Gretna have been identified as tornado shelters (Attachment 1). These buildings are considered to have the best capability to provide protection and are located in areas easily accessible to the public and will generally be open during normal working hours.
- C. Although not specifically identified as tornado shelters, there are enough public buildings in the urban areas to provide protection for that segment of the public not at home when a tornado warning is received. These buildings will generally be open during daytime "working" hours.
- D. There are other natural phenomena identified in the hazard analysis, which, while posing a potential threat, would require minimal, if any, protective shelter.

### III. ASSUMPTIONS AND PLANNING FACTORS

- A. There will be sufficient warning and time for people to find shelter.
- B. Buildings identified as protective shelters will be available at the time of need.
- C. Severe weather protective actions will be short term, spontaneous, and consist primarily of a relatively small sector of the county residents seeking immediate shelter. Minimal governmental action will be required.

### IV. ORGANIZATION/RESPONSIBILITIES

#### A. Organization

Protective sheltering programs in the various communities may be carried out by the Sarpy County Emergency Program Manager assisted by local Emergency Management Directors.



## B. Responsibilities

On-going shelter preparations activities include:

1. Inspection and selection of potential shelter sites.
2. Maintaining current listing of shelter facilities,
3. Maintain current listings of shelter resources needed (i.e., supplies, equipment, material, staff).

## V. CONCEPT OF OPERATIONS

### A. Tornado Warning

In providing protection from tornadoes or any other violent weather phenomena, these are the actions that should happen:

1. When the weather conditions that produce tornadoes are recognized, the National Weather Service will issue a tornado WATCH. If the WATCH area includes Sarpy County, or any portion of the county, that information will be transmitted to the public by both radio and television. During a tornado WATCH condition, people can continue their normal activities.
2. If a tornado is indicated by radar or actually sighted, then a tornado WARNING will be issued. The WARNING will include:
  - a. The location where the tornado has been sighted,
  - b. The tornado's estimated speed and the general direction of movement,
  - c. A time span during which the tornado poses an actual threat.
3. When a tornado WARNING is issued, people in the threatened area should immediately seek shelter and remain there until the WARNING period has expired and no further WARNINGS have been issued. A WARNING period could be extended because:
  - a. The existing tornado may persist for a longer period than originally estimated, or
  - b. There may be additional sightings.

## B. Tornado Shelter Policies/Actions

The Sarpy County Emergency Program Manager, in coordination with the Public Information Officer, will ensure that the public is made aware of the basic policies/actions they should use for protection. These policies/actions are:

1. People seeking shelter in public buildings will remain in the safest area of the building, generally the basement. If there is no basement, small span rooms close to the center of the building on the lowest floor will provide protection.
2. People outdoors on foot or in vehicles should immediately go to the nearest building that appears to be capable of providing protection.
3. People in homes should stay in the homes seeking shelter in the safest area. The basement usually offers the greatest protection. If there is no basement, a room in the center of the house, such as a bathroom, will provide the best protection.
4. Mobile homes, even those that are "tied down", provide practically no protection from extremely high winds and/or tornado activity. During a tornado WATCH or WARNING, mobile home residents at home should immediately take shelter in the nearest tornado shelter.
5. People living in rural areas should seek shelter in their homes or storm cellars if available.
6. People in vehicles should not try to outrun a tornado. Generally it is best to leave the vehicle and seek shelter in a ditch or culvert. If this is done, there is a need to be alert to the danger of flash flooding from the rainfall that usually accompanies tornado conditions. It is not safe to park under an interstate or highway underpass.
7. People congregated in large open area activities should, if during daytime, go to the nearest building area for protection, or, if at night, go to buildings that are open or to their homes.
8. Rural residents attending open area activities such as sporting events or the county fair should not attempt to drive home unless the direction of travel is absolutely certain to take them away from the known tornado area. Even then, severe weather phenomena usually accompanying a tornado condition could pose a severe driving hazard. Urban residents are encouraged to provide shelter in their homes if public buildings are not open.
9. At night, people in public buildings, such as theaters, restaurants, recreational facilities, auditoriums, and school should remain in the building and seek protection in what is thought to be the safest area of the building, generally, a basement. If there is no basement, small span rooms close to

the center of the building on the main floor will provide protection. Avoid large, wide span rooms, corridors with exterior doors, and rooms with many windows.

#### 10. Special Population Groups

- a. Schools: When schools are in session, school children, teachers, and staff should respond as directed by an existing school disaster/tornado plan. If there is no specific plan, teachers will gather the students in the most solid area of the school structure such as rest rooms or interior corridors without exterior openings. Do not use large span rooms such as auditoriums, gymnasiums, or corridors that do have exterior openings and rooms with windows. If the school structure does not have protective capability and time permits, school children should be moved to the nearest structure that would provide protection.
- b. Hospitals and Nursing homes: Ambulatory patients should be moved to the area of the building providing the best protection such as the basement or small span, interior rooms on the main floor. Use the best methods available to protect patients who cannot be moved.
- c. Recreation Areas: Visitors to Hayworth Park and Walnut Creek Recreation Area should respond to a tornado warning in accordance with the current safety plan for Bellevue Parks and the Papio-Missouri Natural Resources District, respectively.

#### C. Hazardous Materials Incident

In the event of a HazMat spill or accident, it is sometimes safer to keep affected citizens inside with doors and windows closed. A warning should be given to:

1. Move inside,
2. Close all doors, windows, dampers, fans,
3. Shut off all ventilation, heating and air conditioner systems,
4. Move to a small room and seal the door and windows with plastic and tape, and
5. Tune your radio to the EAS station.

## VI. ADMINISTRATION AND LOGISTICS

### A. Administration

1. Public Tornado Shelter: The Sarpy County Emergency Program Manager will maintain a current listing of identified shelters. The listing will be periodically reviewed to assure the continued availability and usability of each facility planned for use and, in the event of change in owner, continued agreement for use of the facility. Where possible, tornado shelters are clearly marked.
2. Special Facilities: The Emergency Program Manager may assist school officials, administrators of hospitals and nursing homes, and directors of other special institutions in determining the safest area in their facility or, of the nearest protective facility. The Emergency Program Manager may also aid in the development of a disaster plan for their facility.

### B. Logistics

Records of supplies, materials, and equipment used will be maintained to assist the Resources Coordinator in making a determination of resources remaining and to support requests for outside assistance (Reference: Annex L).

### C. Training

The Emergency Program Manager will encourage the development of training exercises and drills for the various public institutions. Upon request, the EPM will conduct briefings and will advise and assist in developing emergency plans and conducting exercises (drills).

### D. Public Education

The Sarpy County Emergency Program Manager will work directly with the Public Information Officer to provide to the public:

1. Periodic spot announcements on pertinent aspects of the protective shelter program.
2. Useful and current information should a protective shelter situation arises.

## VII. TRAINING AND EXERCISING

### A. Training

The training program will be consistent with the five year Homeland Security Exercise Plan. All training supported by the Homeland Security grant process must be ODP (Office of Domestic Preparedness) approved.

### B. Exercising

All exercises and drills will be evaluated and any follow-up activities conducted in accordance with the Nebraska Homeland Security Exercise and Evaluation Program (NeHSEEP).

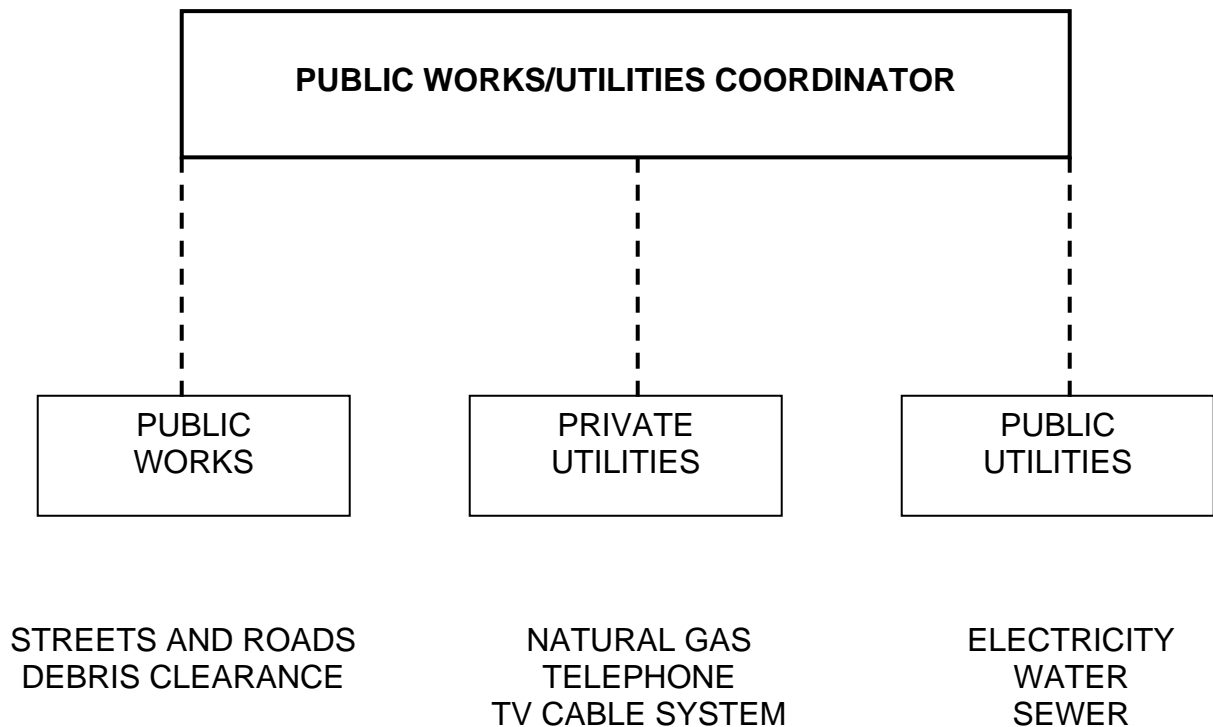
## LIST OF ATTACHMENTS

<u>Attachment #</u>	<u>Item</u>	<u>Page</u>
1	Tornado Shelters	J-8

TORNADO SHELTERS

<u>Name of Facility</u>	<u>Address/Location</u>	<u>Contact/Owner &amp; Phone#</u>
Bellevue City Hall	210 West Mission Avenue, Bellevue	393-3000
Gretna City Hall	204 North McKenna Avenue, Gretna	332-3336
Papillion City Hall	122 East 3 <sup>rd</sup> Street, Papillion	597-2000
Southroads Mall	1001 North Fort Crook Road	733-6066

## PUBLIC WORKS / UTILITIES



----- COORDINATION

## PUBLIC WORKS/UTILITIES

### I. PURPOSE

The purpose of this Annex is to provide plans and procedures for:

- A. The continuation or restoration of those public services essential for basic human needs.
- B. Debris removal (also see Annex C, Appendix 1) and restoration of public access.

### II. SITUATION

Sarpy County and its communities are subject to a number of natural and man-made hazards which could result in the disruption of public works/utility services to the population, limit the movement of portions of the resident population, or have a general deterring effect on the safety and welfare of the people.

### III. ASSUMPTION AND PLANNING FACTORS

- A. The continued operation of public works and utility services throughout Sarpy County is essential for effective and efficient response and recovery actions to any disaster situation.
- B. The primary responsibilities of both county and urban public works departments will be the restoration and maintenance of essential public services.
- C. Private utility companies will cooperate with government services.
- D. The County Road Department and each city's street department will maintain roads/streets in a condition to facilitate traffic movement.
- E. Assistance from outside the county will be available through mutual aid and other existing agreements.

### IV. ORGANIZATION/RESPONSIBILITIES

- A. The Sarpy County Surveyor will serve as the Public Works/Utilities Coordinator. This Coordinator will be a member of the EOC staff for the purpose of collecting information and ensuring coordination among the Executive Group, various department heads, and government/private utilities.
- B. Each of the individual departments within the Public Works/Utilities function will be responsible for emergency/disaster operations within their normal operational



areas. Specific disaster procedures will be outlined in departmental Standard Operating Guidelines (SOGs).

C. Each department will coordinate and manage their mutual aid support.

D. Private utilities are responsible for restoration of their services.

## V. CONCEPT OF OPERATIONS

Generally, department heads will continue to operate from their daily location, but their primary action during disaster operations will be to assess damage, then prioritize and restore interrupted services. The Public Works/Utilities Coordinator may work with each affected department head in coordinating recovery from the disaster.

A. Specific actions of the Public Works/Utilities Coordinator may include, but are not limited to:

1. Coordinate with the head of affected organizations, both public and private.
2. May assist departments in determining staging areas for incoming assistance and coordinating mutual aid support.
3. Gather information on damage in the public works/utilities area:
  - a. Assess general damage in the public works/utilities area by obtaining damage reports from affected departments; present summary to the Executive Group at EOC briefings.
  - b. Ensure departments are documenting actual damage with photographs that can later be used for disaster assistance requests. Pictures of debris piles should also be taken before disposal of the debris; dimensions need to be included with the photos.
  - c. Alert departments to track disaster operation expenses. Examples of fiscal expenditures that should be recorded, fully detailed, and maintained are:
    - 1) Personnel costs, including:
      - a) Department employee overtime,
      - b) Additional help hired for disaster-related work.

- 2) Equipment:
  - a) Hours of actual use of department equipment in disaster operations,
  - b) Rental or leased equipment.
- 3) Materials and supplies, from stock or purchased, that are used in direct support of emergency operations and recovery actions.
- 4) Ad hoc contracts entered into for emergency operations and recovery actions.
- 5) Expenses incurred with the removal, transport, storage and disposal of debris.
4. Working with the department heads and the EOC in prioritizing the restoration of services for each affected community. Attachment 1 lists the providers of public works and the utilities services for each community in Sarpy County.
5. Coordinating with building inspectors and others doing damage assessments to ensure that all affected structures, public and private, are inspected for safety and habitability.
6. Attending EOC briefings.
7. Coordinating with other public works/utility departments, not directly involved in disaster operations, to obtain their support in the restoration/recovery activities.

#### B. Restoration of Services

The Public Works/Utilities Coordinator will ensure that the following is accomplished, as applicable to disaster recovery:

1. Public Works
  - a. Roads and Street Departments
    - 1) Assesses and reports the damage to streets and roads.
    - 2) May assist in establishing detour routings; provide barricades for traffic control.

- 3) Provides priority service/repair to roads and streets designated as primary evacuation routes or to those needed for emergency vehicle traffic for initial disaster response.
  - 4) Makes emergency repairs, then permanent repairs on roads/streets, bridges, other structures.
  - 5) If weather conditions dictate, start the early implementation of the existing snow removal plans. The Plans for snow removal will include expanding snow removal activities to facilitate the movement of vehicles supporting emergency operations.
- b. Debris Clearance and Trash Removal
- 1) Clears fallen debris from streets and roads.
  - 2) Removes debris from public and private property (as established by jurisdiction's policy) and transports it to selected sites for disposal.
  - 3) Separates debris into hazardous materials, special and common waste piles. The Department of Environmental Quality can advise on separation and disposal methods.

## 2. Utilities

The Public Works/Utilities Coordinator will ensure timely restoration of interrupted community power, natural gas, water/sewer, and telephone service. This may include, but is not limited to, the following:

- a. Ensuring that utility repairs are made, as prioritized, to key facilities necessary for disaster operations.
- b. Providing emergency power. Existing emergency power systems will be checked and refueled as needed during any disaster. Action will be taken to ensure that emergency power is available for at least the key facilities listed in Annex C, Attachment 1, if electricity cannot be restored to all of the community.
- c. Providing adequate supplies of potable water and identify sources of additional supplies, if needed.

## 3. Radioactive Material Incident/Accident

If trained in both radiological monitoring equipment operation and emergency response procedures, may provide support to the fire department during containment or decontamination activity in the event of a radiological accident/incident.

## VI. ADMINISTRATION, LOGISTICS, AND TRAINING

### A. Administration

A record of costs and expenses incurred in direct support of an emergency or disaster situation will be maintained to support subsequent reimbursement claims to State and Federal government.

### B. Training

The individuals responsible for disaster public works/utilities functions will participate in training exercises conducted for the EOC Staff.

### C. Plan Maintenance

1. The Public Works/Utilities Coordinator will be responsible for annually reviewing this Annex; this review may include input from each public works/utility department head. Revisions to this Annex will be submitted to the Emergency Management Director for inclusion in LEOP updates/revisions.
2. Public Works/Utilities Department supervisors will also be responsible for preparing and maintaining Standard Operating Guidelines (SOGs) for disaster operations within their respective department.

## VII. TRAINING AND EXERCISING

### A. Training

The training program will be consistent with the five-year Homeland Security Exercise Plan. All training supported by the Homeland Security grant process must be ODP (Office of Domestic Preparedness) approved.

### B. Exercising

All exercises and drills will be evaluated and any follow-up activities conducted in accordance with the Nebraska Homeland Security Exercise and Evaluation Program (NeHSEEP).

LIST OF ATTACHMENTS

<u>Attachment #</u>	<u>Item</u>	<u>Page</u>
1	Public Works/Utility Service Providers	K-8

## PUBLIC WORKS/UTILITY SERVICE PROVIDERS

BELLEVUE

- A. Electricity: OPPD
- B. Natural gas: PNG
- C. Water: MUD
- D. Sewage: MUD
- E. Phone: US West Communications
- F. Streets: City of Bellevue
- G. Cable: Cox Communications

SPRINGFIELD

- A. Electricity: OPPD
- B. Natural gas: MUD
- C. Water: City of Springfield
- D. Sewage: City of Springfield
- E. Phone: US West Communications
- F. Streets: City of Springfield
- G. Cable: American Media

GRETNA

- A. Electricity: OPPD
- B. Natural gas: PNG
- C. Water: City of Gretna
- D. Sewage: City of Gretna
- E. Phone: US West Communications
- F. Streets: City of Gretna
- G. Cable: Cox Communications

RURAL

- A. Electricity: OPPD
- B. Natural gas: Some MUD
- C. Water: Rural and some MUD
- D. Sewage: Some MUD
- E. Phone: US West Communications
- F. Streets: Sarpy County Highway
- G. Cable: Cox Communications

LA VISTA

- A. Electricity: OPPD
- B. Natural gas: PNG
- C. Water: MUD
- D. Sewage: MUD
- E. Phone: US West Communications
- F. Streets: City of La Vista
- G. Cable: Cox Communications

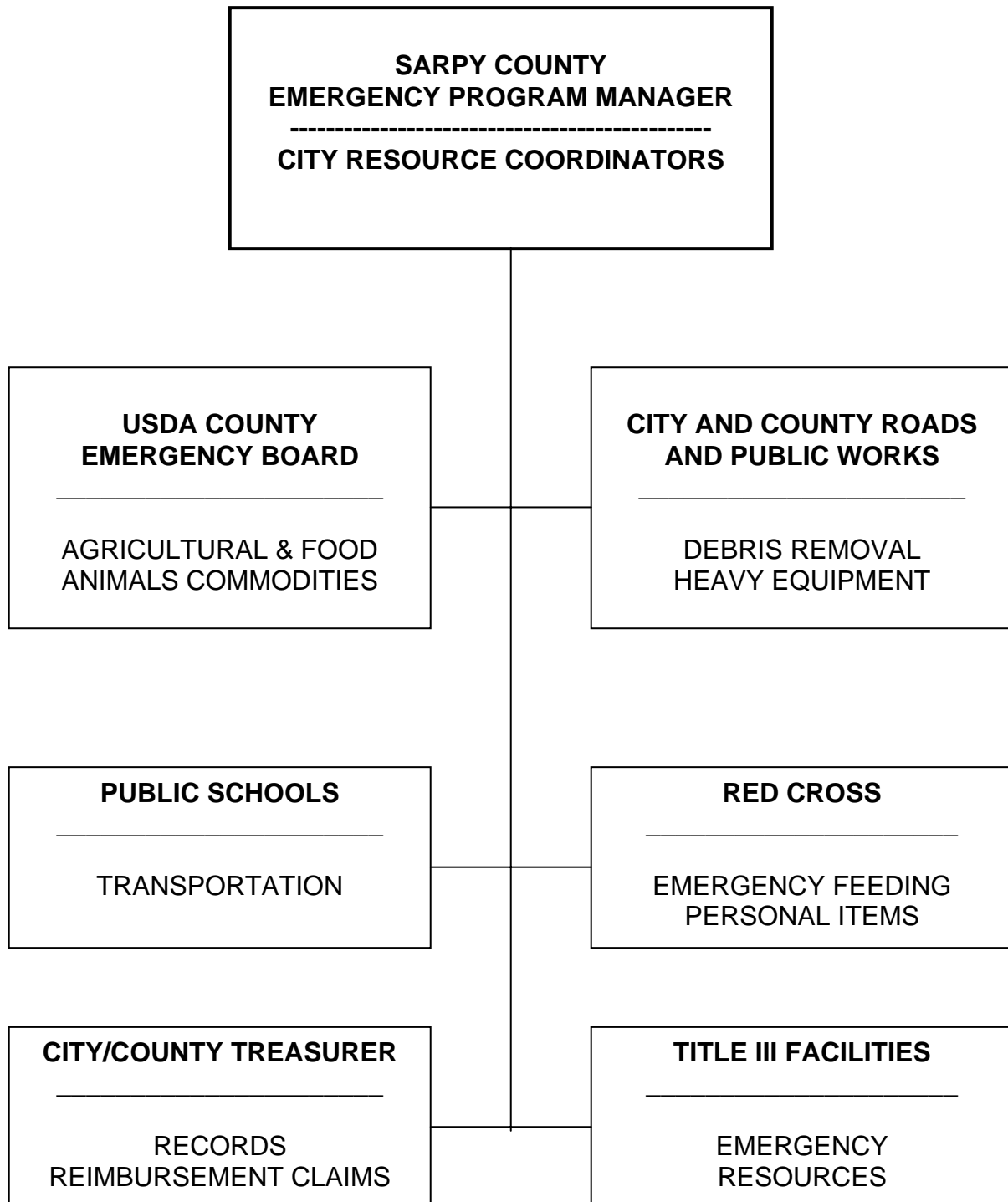
PAPILLION

- A. Electricity: OPPD
- B. Natural gas: PNG
- C. Water: City of Papillion
- D. Sewage: City of Papillion
- E. Phone: US West Communications
- F. Streets: City of Papillion
- G. Cable: Cox Communications

## LEGEND

MUD	Metropolitan Utilities District
OPPD	Omaha Public Power District
PNG	People's Natural Gas

## **RESOURCE MANAGEMENT**



## RESOURCE MANAGEMENT

### I. PURPOSE

To provide guidelines for the procurement, storage, control, and allocation of materials and equipment, and for the coordination of a volunteer labor force which could be required in the event of a disaster situation within Sarpy County.

### II. SITUATION

- A. The Sarpy County Hazard Analysis has identified a number of hazards which could occur and cause extensive damage to both public and private property requiring a coordinated management of resources within the County.
- B. Sarpy County, its communities, agencies, and businesses have sufficient resources to support activities associated with most emergency or disaster operations. The Sarpy County Emergency Program Manager maintains the resources lists.

### III. ASSUMPTIONS AND PLANNING FACTORS

- A. If the need arises, local government will assume control of and ensure appropriate and equitable distribution and use of existing resources. Rationing will be implemented, if necessary.
- B. County, cities, and villages will support resource actions as needed.
- C. Para-professional and volunteer agencies will provide resource support, equipment and manpower, within their capabilities.
- D. Each facility that reports under Title III requirements has an emergency response plan that lists their available emergency resources. This list may also be available at local fire departments (Annex F, Appendix 1, Attachment 1).
- E. Assistance will be available from other counties through mutual aid agreements.
- F. Citizens within Sarpy County and neighboring areas will volunteer to support the recovery efforts following a disaster. Coordination of these volunteers will be assigned to a Volunteer Coordinator who will work with the Resource Coordinator.
- G. Following a local declaration of emergency, support may be available through state emergency resources to supplement local deficiencies, critical requirements, and replacement of expended emergency resources.



#### IV. ORGANIZATION AND RESPONSIBILITIES

- A. The Sarpy County Emergency Program Manager has been appointed as the Resource Coordinator and is responsible for the overall Resource Management activities within the county and is a member of the Emergency Operating Center (EOC) Staff. The Resource Coordinator will:
1. Advise the Executive Group on current status and recommend actions to be taken (i.e., implementing emergency ordinances required for price controls, procuring equipment, rationing, etc.).
  2. Initiate and control actions needed to comply with the desires and decision of the Executive Group.
  3. Coordinate the actions of the various agencies, offices, groups, and individuals involved with utilization and control of local resources.
  4. Maintain an inventory of available resources and recommend to the Executive Group the most efficient use of existing/remaining resources.
  5. At the direction of the Executive Group, assume direct control of resources identified as critical items to assure most efficient utilization.
- B. Because of the potential magnitude and complexity of the resource program, the Resource Coordinator may select a supporting staff.
- C. A Volunteer Coordinator may be named to work with the Resource Coordinator. The Volunteer Coordinator will coordinate the work requirements from the disaster with the volunteer assets. Guidelines for carrying out this responsibility are in Attachment 3 to this Annex.
- D. The various supervisors or department heads of local government agencies and private organizations will be responsible for managing the resources of their individual agencies/organizations when supporting overall disaster resource needs.
- E. The USDA County Emergency Board maintains an inventory of agricultural products and food animal resources and will act in an advisory capacity regarding availability, use and protection of these resources. This board can assist the Resource Coordinator in the management and requisition of needed materials and supplies.
- F. The County Roads Superintendent, City Streets and Public Works Department will assist in the management and requisition of heavy equipment (trucks, earth moving equipment, etc.), dirt or sand, barricades, and in the coordination of debris removal. The Resource Coordinator will ensure that resource listings are prepared and maintained.

- G. Unless otherwise determined, equipment provided by the various agencies and private organizations will be maintained and parked in the "yards".
- H. Each Superintendent of Schools will coordinate the requisition and management of needed public transportation resources (buses, handi-vans, etc.).
- I. The Facility Emergency Coordinator (FEC) of each Title III facility will coordinate the requisition and management of the facility owned emergency resources.
- J. The American Red Cross will assume the lead role in providing for persons displaced from their homes due to an emergency or disaster. In accordance with established procedures, the Red Cross will procure the necessary food and personal care items needed.
- K. The County and/or City Clerk's Office will assist the Resource Coordinator in developing and implementing a system of records for evaluating status of resources and supplies and completing reports and procedures to verify and obtain reimbursement claims from local, state, and federal governments.

V. CONCEPT OF OPERATIONS

Resource Management will require the full support from governmental and private sectors. Some resource categories and local sources are:

- A. Food products will be obtained from local food retail and wholesale sources.
- B. Manual labor materials and hardware items will be obtained from local hardware stores and lumberyards.
- C. Transportation needs will primarily be obtained from the school districts and the cities. The transportation resource listing is maintained by the Emergency Program Manager (see Attachment 1). The first priority for transportation is to support the evacuation of school children and citizens without private vehicles, including hospitals and nursing home patients. Some specific transportation considerations are:
  - 1. Specialized transportation includes alternate vehicles for use as ambulances or handi-buses.
  - 2. Public transportation includes buses to support an evacuation.
  - 3. Movement of supplies and materials includes tractor-trailers, vans, pickups, and trucks.

- D. All vehicles designated as essential to emergency operations will be serviced by local government during the actual operational period. Disaster related costs should be documented.
- E. Manpower requirements will be obtained through local government and private agency's utilization of their own personal resources, volunteer agencies, fraternal and social organizations, and job service sources. All volunteers will register with a Volunteer Coordinator. Procedures for managing a volunteer work force are discussed in Attachment 3 to this Annex.
- F. Heavy equipment resources will come primarily from government agencies such as the Sarpy County Roads Department. Additional assistance may be requested from the State Department of Roads. Also, heavy equipment could be contracted from construction firms and private contractors, if required. See Attachment 2 for a listing of heavy equipment resources.

## VI. ADMINISTRATION AND LOGISTICS

- A. The County and City Clerks will maintain official records and accounting of materials and supplies used and funds expended in support of emergency operations for possible reimbursements by local, state, or federal governments. All department heads will maintain appropriate records regarding specific contracts, contractual agreements, employee overtime, and equipment operating costs.
- B. The City Resource Coordinators, if appointed, will review this Annex annually and provide information to the Sarpy County Emergency Management Director.

## VII. TRAINING AND EXERCISING

### A. Training

The resource management training program will be consistent with the five-year Homeland Security Exercise Plan. All training supported by the Homeland Security grant process must be ODP (Office of Domestic Preparedness) approved.

### B. Exercising

All exercises and drills will be evaluated and any follow-up activities conducted in accordance with the Nebraska Homeland Security Exercise and Evaluation Program (NeHSEEP).

LIST OF ATTACHMENTS

<u>Attachment #</u>	<u>Item</u>	<u>Page</u>
1	Transportation Resources	L-7
2	Heavy Equipment Resources	L-8
3	Procedures for Volunteer Coordination	L-11

## TRANSPORTATION RESOURCES

AVAILABLE BUSES/VANSNebraska School Bus (contractor for District 46)

Tom Fitzpatrick 592-1300

- 9 77-passenger buses
- 1 84-passenger bus
- 1 90-passenger bus
- 3 16-passenger buses (2 with handicap lifts)

Gretna Schools

332-3265

- 4 84-passenger buses
- 1 78-passenger bus
- 2 66-passenger buses
- 3 65-passenger buses
- 2 minivans (9 passengers or 5 wheelchairs)
- 10 vans (9 passengers)

Varsity Transportation (contractor for Papillion-La Vista Schools)

898-0483

- 17 7-passenger vans (8 handicap accessible)

Bellevue Public School

293-5050

- 9 72-passenger buses
- 16 65-passenger buses
- 9 12-passenger buses
- 3 16-passenger buses
- 10- 10-passenger buses
- 2 9-passenger buses
- 3 4-wheel drive pickups

Total passenger capacity: 13,941

## HEAVY EQUIPMENT RESOURCES

<u>Company/Agency</u>	<u>Contact/Address</u>	<u>Phone</u>	<u>Types, # of Equipment</u>
<u>City of Bellevue</u>	Street Department Jerry Hare	293-3126	17 Dump Trucks, Single Axle 3 Dump Trucks, Tandem 2 Front –end Loaders 1 Track Loader 1 Backhoe 5 Flatbeds 1 Mac Low-boy 1 Knuckle Boom 3 Street Sweepers
<u>City of Gretna</u>	Street Department Dennis Wickersham	332-3336	3 Dump Trucks 2 Loaders 3 Motor Graders 4 Tractors 5 Small Tractors 5 4X4 Pickups
<u>City of LaVista</u>	Street Department Joe Soucie	331-8927	8 Dump Trucks (2 Tandem Axle) 1 Loader 1 Motor Grader 1 Tractor Rhino Mower 1 Backhoe with Clam Bucket 12 4WD Pickups 1 8” Brush Chipper

## HEAVY EQUIPMENT RESOURCES (continued)

City of La VistaStreet Department  
Joe Soucie

331-8927

1 Sewer System  
     Inspection Camera  
 1 Portable DC Welder  
 1 Pumper  
 1 Street Sweeper  
 1 Sewer Jet  
 1 Skid Loader w/ grapple  
     bucket  
 1 Mid-Size Tractor w/ bucket  
 3 Tandem Axle Utility Trailers

City of PapillionPublic Works Department  
Marty Leming

597-2043

4 Single Axle Dump Trucks  
 1 Tandem Axle Dump Truck  
 1 Loader  
 1 Backhoe  
 1 Grader  
 1 Wood Chipper  
 1 Boom Truck (Cherry Picker)  
 2 Portable Diesel-Powered  
     Generators  
     1 with trailer  
     1 with tri-axle  
 1 Bobcat skid-loader

City of SpringfieldPublic Works Department  
Louie Post

253-2992

1 Backhoe  
 1 Loader  
 2 Dump Trucks

## HEAVY EQUIPMENT RESOURCES (continued)

Sarpy County

Highway Shops

Rich Weber

339-4606

8 Dump Trucks, Single Axle  
6 Dump Trucks, Tandem Axle  
4 Wheel Loaders  
1 Loader Crawler  
2 Tractor Backhoes (One 4WD)  
10 Graders  
5 Tractors  
2 Dozers  
1 Tractor Dozer  
1 Crane/Crawler  
1 Scraper  
1 Dragline, Clam Bucket,  
& Lift Line  
2 Hydraulic Excavators  
2: 4WD, 1 Ton Flatbeds  
15 Spreaders  
1 Semi Tractor  
1 Tank Trailer, 6000 Gallons  
1 12" Brush Chipper  
2 Compressors  
8 4WD Pickups  
1 Tub Grinder with knuckle  
boom



## PROCEDURES FOR VOLUNTEER COORDINATION

- I. The Volunteer Coordinator will coordinate the work requirements from the disaster with the volunteer assets.
  - A. The Volunteer Coordinator will work with the Resources Coordinator.
  - B. Dependent upon the situation, the Volunteer Coordinator may need an additional three to five people to carry out the responsibilities of this function.
- II. Procedures and responsibilities of volunteer coordination:
  - A. The Resources Coordinator will receive the requests for assistance in priority order from the EOC.
  - B. Volunteers will register at a location designated by the Resources Coordinator and/or the Volunteer Coordinator. This information will be given to the EOC.
  - C. The Resources Coordinator will work with the Public Information Officer in coordinating public announcements concerning the location where volunteers will register as well as any other necessary information regarding this effort. This information should include but is not limited to:
    1. Volunteer registration and staging area locations.
    2. Tetanus shot information (i.e.) date of last Tetanus shot and/or location where to receive a Tetanus shot.
    3. Protective clothing for volunteers such as steel toed shoes, full length pants or jeans, full shirts preferable long sleeved, gloves, hat or hard hat, protective eye ware, and sun screen.
    4. Appropriate tools to bring such as shovels, brooms, buckets, mops or hand tools and chain saws.
  - D. Registration of volunteers should include:
    1. A registration card (pre-printed, if possible) with:
      - a. Name
      - b. Individual or organization represented
      - c. Equipment assets available, special training or skills
      - d. Supervisor or name/phone number for notification if there is an emergency

2. Being assigned work appropriate to capability and possible equipment assets of the volunteer,
  3. Giving the volunteer a pass/identification card to the disaster area. It is recommended these cards be reissued daily.
  4. Prior to deployment to the disaster area, volunteers should be given a safety briefing on:
    - a. the command structure,
    - b. any hazards within the disaster area,
    - c. health safety instructions for drinking water, eating food,
    - d. sanitation, personal hygiene,
    - e. protecting themselves from extreme weather conditions such as extreme heat, cold, wind etc.
- E. In registering the volunteers, the Volunteer Coordinator must ensure that volunteers return to the registration desk after completing their work assignment to notify the Coordinator that the work has, in fact, been completed. If volunteers wish to continue working, they will receive a new assignment.
- F. The Volunteer Coordinator will update the Resources Coordinator frequently on:
1. Personnel and equipment being volunteered,
  2. Work being accomplished in the disaster area.